

Memorandum of Understanding
Between
The Office of the Secretary of the State
And
Naugatuck Valley Council of Governments

REGIONAL ELECTION MONITOR

WHEREAS, Section 3-77 of the Connecticut General Statutes provides that the Secretary of the State may enter into such contractual agreements as may be necessary for the discharge of her duties; and

WHEREAS, Sections 442, 443 and 444 of Public Act 15-5 of the June 2015 Special Session of the Connecticut General Assembly, “An Act Implementing Provisions of the State Budget for the Biennium Ending June 30, 2017, Concerning General Government, Education, Health and Human Services and Bonds of the State,” (the Public Act) requires a regional election monitor within each planning region, as defined in section 4-124i of the General Statutes who shall represent, consult with and act on behalf of the Secretary of the State in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to section 9-320f of the Connecticut General Statutes;

WHEREAS, pursuant to the Public Act, the Naugatuck Valley Council of Governments (“COG”), is required to enter into a memorandum of understanding (“MOU”) with the Office of the Secretary of the State (“SOTS”), concerning the regional election monitor

Therefore, SOTS and the COG agree to the following terms:

1. SOTS will pay \$11,111 to the COG to support the scope of services as listed in Schedule A.
2. The COG will designate staff to receive communications from the Secretary of the State to the regional election monitor and receive information regarding activities in Schedule A from the regional election monitor.
3. SOTS and the COG acknowledge that the staff designated pursuant to paragraph 2 above will coordinate all aspects of the COG responsibilities of the proposal set forth herein.
4. The COG will provide periodic reports to SOTS regarding the progress of services rendered.
5. For the purposes of this MOU, the “complete project” is defined as completion of and delivery of all work outlined in Schedule A.
6. The Project Period is July 1, 2015 through and including June 30, 2016.

IN WITNESS WHEREOF, the parties hereto have caused the Memorandum of Understanding to be executed by their duly authorized representatives on the ____ day of February, 2016.

<p>NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS</p> <p>BY _____</p> <p>Name: Title: Duly Authorized</p>	<p>STATE OF CONNECTICUT SECRETARY OF STATE</p> <p>BY _____</p> <p>Name: Denise Merrill Title: Secretary of State Duly Authorized</p>
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SCHEDULE A – SCOPE OF SERVICES

I. Regional Election Monitor Qualifications and Payment for Services

1. Not later than March first of the year of each regular election, the COG shall contract with an individual, in accordance with section 4-124p of the general statutes, to serve as the regional election monitor for such planning region.
2. The regional election monitor shall (1) be an Elector of this state, (2) perform the duties of the position in a nonpartisan manner, (3) have prior field experience in the conduct of elections, and (4) be certified by the Secretary of the State or become certified by the Secretary of the State as soon after execution of such contract as practicable.
3. The regional election monitor shall not be considered a state employee and shall, in accordance with the contract set forth in (1) above, be compensated for the performance of any duty agreed upon by the COG and reimbursed for necessary expenses incurred in the performance of such duties by the COG.
4. The COG shall, in accordance with such contract, provide the regional election monitor with any space, supplies, equipment and services necessary to properly carry out the duties of the position.
5. The COG may terminate such contract at any time for any reason.

II. Regional Council of Government’s Confirmation

The COG confirms that:

1. Each requirement described in Section I of Schedule A is satisfied and the contract between the COG and the individual who shall serve as regional election monitor specifies minimum expectations of performance under such contract;
2. Such regional election monitor is subject to the control and direction of the Secretary of the State;

3. Revocation by the Secretary of the State of such regional election monitor's certification constitutes breach of such contract and results in immediate termination of such contract; and
4. Such regional election monitor will be retained, absent termination of such contract by the COG, until at least thirty days after such regular election.

III. Coordination of Regional Instructional Sessions and Training

The Secretary of the State shall:

1. Coordinate with the regional election monitor under contract with the COG as described in Section 1 of this Schedule A to hold regional instructional sessions for moderators and alternate moderators;
2. Establish the number of such regional instructional sessions to be held, provided at least one such regional instructional session shall be held within the planning region at the facilities of the COG or any facility designated by the COG within the planning region prior to each regular election; and
3. Train and certify the regional election monitor for purposes of performing the duties of the position. The Secretary shall certify the regional election monitor if such individual successfully completes training required pursuant to Section I of this document, except the Secretary shall not so certify any individual who has been convicted of or pled guilty or nolo contendere to, in a court of competent jurisdiction, any (i) felony involving fraud, forgery, larceny, embezzlement or bribery, or (ii) criminal offense under Title 9 of the General Statutes. Any such initial certification granted shall expire two years after its effective date. Prior to expiration of the initial or any subsequent certification, the regional election monitor may undergo an abridged recertification process prescribed by the Secretary, and upon successful completion thereof, such certification shall be renewed for two years after the date of such completion. The Secretary may revoke such certification, with or without cause, at any time.

IV. Duties of the Regional Election Monitor

The duties of the regional election monitor that shall be in the contract between the COG and the regional election monitor referenced in Section 1 of this Schedule A shall include, but not be limited to:

1. Holding the regional instructional sessions described in Section III of this document;
2. Communicating with registrars of voters to assist, to the extent permitted under law, in preparations for and operations of any election, primary or recanvass, or any audit conducted pursuant to Connecticut General Statutes Section 9-320f; and
3. Transmitting any order or instruction issued by the Secretary of the State, pursuant to Connecticut General Statutes Section 9-3.
4. Keeping the COG informed of their regional election monitor activities and drafting periodic reports of these activities and the progress of services as needed.