



ELECTIONS BULLETIN

To: Town and City Clerks
From: Kathy DeWolfe
Re: General Election Reminders—Vote-By-Telephone, Absentee Ballot Requests, and Voter Participation Report in the statewide checklist
Date: October 4, 2006

Vote-by-Telephone: Our August 14, 2006 Election Bulletin included detailed instructions for using the Vote-by-Telephone system along with a one page polling place instruction sheet that included a confidential 4 digit “Pollworker Access Code” and a 3 digit ballot access code. Please make sure you have placed the instruction sheet in one of the plastic sheet protectors that we provided with your Election Guides notebook and either place it in your notebook or with the materials that you will be taking to the polling place.

If you have lost or misplaced your instruction sheet with your codes, please email mhodge@sec.state.vt.us and she will email or fax a replacement sheet to you.

If you did not have any volunteers practice using the telephone system prior to the Primary Election, please ask several volunteers to practice using the system before the General Election. Give them the “Pre-Election Instructions for Voters” that we sent with our August 14th memo. Remember, if you have any voter that uses the system on Election Day, you must have at least two other volunteers who will also use the system in order to protect the privacy of the votes cast.

The response from folks who had practiced using the system was that it worked fine for them at the polling place—some voters finished in less than 8 minutes. Without practice, it takes longer to get accustomed to the instructions. The write-in selection process takes time but it takes time with all audio systems.

The toll free number to practice or listen to your actual ballot will have the General Election ballots available by October 16, 2006. The toll free number is (866) 486-3838. Your Pre-Election Instructions for Voters contains the 3 digit ballot access ID # for your town.

For Justice of the Peace candidates and any municipal election articles, all persons will need to vote on a paper ballot—it is not possible to have audio prepared for all the JP candidates and articles in all our polling places. In towns that use the tabulator machines, simply draw a line through all the ovals for all the races except Justice of the Peace and the articles and feed them into your tabulator while pressing yes to override the “overvotes” created by the lines through the ovals in all the races that were voted by telephone.

Voter Affirmation Form: We have attached a REVISED Voter Affirmation Form where we have corrected the beginning of the affirmation to state: “I completed, signed and submitted a Vermont voter registration application to the checklist to either DMV, to a voter registration drive, or to the town clerk’s office.” Sorry we missed this when we published the 2006 Elections Procedures guide.

Office of the VT Secretary of State – Elections Division

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Please make additional copies to have ready at the polling place. Remember, in Vermont, if a person swears he or she submitted a timely voter registration form, the person should complete the Voter Affirmation Form and be added to the checklist and vote a regular ballot. There should be very few Provisional Ballot envelopes used because any one who qualifies under federal law for a provisional ballot will qualify for the voter affirmation form and a regular ballot in Vermont.

REVISED Absentee Ballot Request Form: We have included an updated absentee ballot request form that has added a place for the voter to provide his/her **telephone number and email address**. Several clerks have requested this to make it easier to contact the voter if any issue arises. You can continue to use the old forms or you can replace with the revised forms.

Voter Participation Report available now in the statewide checklist: The statewide checklist now includes a Voter Participation Report that you can print or provide electronically. Remember, you must first create an "Election" in the Manage an Election module. You then go to Voter Participation and you select the Election from the drop down list of Elections you have already created, and then check off each voter who participated. There is a drop down menu if you want to select HOW the person voted, such as in the office, by mail, or at the polling place, BUT if you choose to do this, you must go through your entire checklist to check off all the voters at the office, then go back through to check off all that voted by mail, and then back through to check off all that voted at the polling place.

If I were doing participation, I would just select "All participation—method not specified". After you check all voters who participated, you can go to View/Print Reports. When you select Voter Participation, you will have a choice of Printing ALL ELGIBLE VOTERS with the voters who participated checked off, OR you can select just a list of voters who participated in the election.

DO NOT USE THE VOTER PARTICIPATION MODULE TO TRACK ABSENTEE BALLOT REQUESTS!! The absentee ballot tracking module is still under development. You must track absentee ballot request outside of the statewide checklist for the General Election.

Still to come in October:

All Clerks will receive ORVs and tally and summary sheets and Certificates of Election for Justices of the Peace toward the end of the month. Remember, although elected in November, the new Justices of the Peace term does not start until Feb 1, 2007.

Representative District Clerks will receive canvassing reports and Certificates of Election at the end of the month.