



ELECTIONS BULLETIN

Office of the VT Secretary of State – Elections Division

(802) 828-2464 FAX: (802) 828-5171

<http://www.sec.state.vt.us>

To: **Representative District Clerks**
From: Kathy DeWolfe, Director of Elections and Campaign Finance
RE: **Canvassing Committee Duties following the November 4, 2008 General**
Preparation of Certificates of Nomination and Official Reports
Date: October 17, 2008

The canvassing committees for tallying the votes for state representatives to the General Assembly are composed of the Representative District Clerk and one additional election official from the district. 17 V.S.A. §2592(d).

The canvassing committee meeting **must be held one week after the election, November 11th at 10 a.m.** (17 V.S.A. §2592) Representative Clerks should try to make arrangements ahead of time to have a town clerk or an election official from one of the other towns in the district available to serve on the canvassing committee, but if this is not possible, another election official from your own town can serve.

At the canvassing committee meeting, the ceremony is brief. Your committee will tally the votes from the Official Return of Votes sent to you by the town clerks in your Representative District. In a single town district, it will be only your own town's ORV(s) that are tallied. In a multi-town district, you must tally the votes from all towns in your district. **If you have not received copies of the ORV's for the other towns in your district by Monday afternoon, call the clerk(s) to make sure that the ORV will be delivered to you before 10 a.m. on Tuesday.**

You can make up a summary sheet in an excel file or on plain paper to add together the totals for each candidate for each party for state representative. If you are in a district represented by one state representative with at least one candidate printed on the ballot, the candidate with the greatest number of votes wins. If your Representative District has two representatives, then the candidates with the greatest and next to greatest (top two vote-getters) are both winners and your committee will prepare two Certificates of Nomination. We have only sent you one copy of each form. **Please make multiple copies of each form before you complete the forms.**

As soon as you have completed your tally of the votes, fill out a copy of the Official Canvassing Committee Report for State Representative. Include all names of write-in candidates who are not fictitious or deceased. **Fax a copy of the official report of the canvassing committee to the Elections Division immediately after your meeting to (802) 828-5171.**

- Make two copies of the completed Certificate(s) and two copies of the canvassing report. Keep one copy of each for your records.
- Mail the Original of the Official Canvassing Report and a copy of the Certificate(s) of Nomination to the Elections Division, 26 Terrace St., Montpelier, VT 05609-1101.
- The canvassing committee must **mail or deliver in person** the original signed copy of the **Certificate of Nomination** to each candidate nominated by the primary within two days of your meeting.

If you have any questions, please call feel free to contact our office.

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Please make extra copies of these forms before you complete the forms!!!

Official Report of the Canvassing Committee for State Representative

Certificate of Nomination Form

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