



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: Senatorial District and County Clerks
From: Kathy DeWolfe, Director of Elections and Campaign Finance
**Re: Canvassing Committee Duties following the November 4, 2008 General
Preparation of Official Canvassing Report and Certificates of Nomination**
Date: October 17, 2008

The canvassing committee meeting for both senate and county offices is at 10:00 a.m. one week following the election: **Tuesday, November 11, 2008.** (17 V.S.A. §2592) At this meeting, the County Clerk, with the assistance of the county party chair for each of the four major parties, will tally the results from the official return of vote forms that you will have received from Town Clerks within your districts. If your county does not have a chair for one of the parties, you can write or call the state party chair to ask him to designate a representative. If the state party declines to appoint a designee, then you meet with the other available party chairs and if no chairs are available, you must invite at least one additional election official. **We suggest that you call or send a note to the party chairs to remind them of their responsibilities for the canvassing committee meeting at least 1 week before the canvass.**

Please make a checkoff sheet so that you know that you have received all of the election results from the towns within your senatorial district or county. Some towns have been moved outside the county into a different senatorial district. Listed below are the towns that will have different county and senatorial district clerks:

- All towns in Essex County will send a copy to the Orleans County Clerk for the Essex-Orleans Senatorial District.
- Grand Isle, Isle LaMotte, North Hero and South Hero (from Grand Isle County), will send a copy to the Chittenden County Clerk for the Grand Isle Senatorial District.
- Alburg, which is in Grand Isle County, will send a copy to the Franklin County Clerk for the Franklin Senatorial District.
- Brandon, which is in Rutland County, will send a copy to the Addison County Clerk for the Addison Senatorial District.
- Wilmington, which is in Windham County, will send a copy to the Bennington County Clerk for the Bennington Senatorial District.
- Bradford, Fairlee, Newbury, Orange, Topsham, and West Fairlee, which are in Orange County, will send a copy to the Caledonia County Clerk for the Caledonia Senatorial District.
- Montgomery and Richford in Franklin County, and Eden and Wolcott in Lamoille County, will send a copy to the Orleans County Clerk for the Essex-Orleans Senatorial District.

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 senatorial district and your county for high bailiff. We are also urging Town Clerks to get together to hand deliver the ORV's to you or make sure they are mailed on Wednesday morning. If you have not received these reports by Monday afternoon, call the Town Clerk(s) and ask them to bring or fax a copy to you before 10 a.m. on Tuesday.

Enclosed with this memorandum are the **Canvassing Report Forms** for you to use at your canvassing committee meeting for the candidates running for state senator in your senatorial district(s) and for the candidates running for high bailiff in your county.

Kathy DeWolfe, Director of Elections and Campaign Finance, 828-2304 (kdewolfe@sec.state.vt.us)
Melanie Hodge, Elections Administrator, 828-0175 (mhodge@sec.state.vt.us)
David Crossman, Elections Administrator, 828-0771 (dcrossman@sec.state.vt.us)
Katie Lane-Karnas, Elections Administrator, 828-2464 (klane-karnas@sec.state.vt.us)

Create a spreadsheet in Excel to do the tally of all of the results from the Official Return of Votes that are sent to you. **The candidate with the highest number of votes wins, whether write-in or preprinted on the ballot.**

After you complete the tally for each office, fill out a copy of the Official Canvassing Report for each county office--this year it is just high bailiff and state senate in your senatorial district. All write-in candidates who are not fictitious (Mickey Mouse) or deceased must be included.

Then complete a Certificate of Nomination for each winner/nominee for each office and have them signed by the members of the canvassing committee. The law requires the canvassing committee **to send or deliver** a copy of the original signed Certificate of Nomination to each candidate elected.

Immediately after your meeting, fax the completed canvassing reports to us at (802) 828-5171. Then make a copy of the Certificates of Nomination for your files and for our office and mail or hand deliver original Certificates of Nomination to all winning candidates. Finally, mail the originals of the completed canvassing committee reports along with a copy of each Certificate of Nomination to: Elections Division, Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1101.

We have attached ONE COPY OF EACH FORM. **Please make copies** before you fill out the Canvassing Reports or Certificates of Nomination.

PLEASE CALL US IF YOU HAVE ANY QUESTIONS.

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Please make multiple copies of each form before you begin to fill in forms!!

Form for Official Report of the Canvassing Committee for the county office of High Bailiff

Form for Official Report of the Canvassing Committee for State Senator

Form for Certificates of Nomination

MAJOR PARTIES in Vermont

Democratic

PO Box 1220

Montpelier, VT 05601

(802) 229-1783 (Montpelier)

(802) 651-3487 (Burlington)

Liberty Union

PO Box 2155

Brattleboro, VT 05303

(802) 257-7250

Progressive

PO Box 281

Montpelier, VT 05601

(802) 229-0800

Republican

PO Box 70

Montpelier, VT 05601

(802) 223-3411