



ELECTION BULLETIN

FOR November 2nd, 2004 General Election

To: **County and Senatorial District Clerks**

From: Kathy DeWolfe, Director of Elections and Campaign Finance

RE: **Canvassing Committee Duties for the November 2, 2004 General Elections**

Date: October 23, 2004

This will provide an outline for new clerks and a quick reminder for experienced clerks. (The general election generally is easier as there is only one set of canvassing reports.)

1. The canvassing committee meeting for both senate and county offices is at 10:00 a.m. one week following the election: **Tuesday, November 9, 2004**. (17 V.S.A. §2592). (Essex county only does county offices.) We suggest you send a notice to the Chairs as soon as possible. You may want to call or send a reminder notice during the week of the election.

If you notify all of your chairs, and one fails to appear at the meeting and does not make arrangements to have an acting chair appear on his/her behalf, you can still go through your canvassing committee activities with yourself and the other county chair(s). If no county chairs appear for the canvass, you must find another town clerk or election official to serve on the canvassing committee with you.

- We have enclosed our **Canvassing Report Forms and a copy of a Certificate of Election** that must be completed at the meeting. Make at least 7 additional copies of the blank Certificate of Election form before completing, so you will have enough for each office or if you make a mistake. The Canvassing Report and each Certificate of Election must be signed by a majority of the canvassing committee.

For the general election:

The winner of each race is simply the candidate who receives the most votes, whether printed on the ballot or a write-in candidate.

In the case of a tie vote, the canvassing committee shall forthwith petition the appropriate superior court for a recount pursuant to 17 V.S.A. §2602.

As soon as the meeting is over:

- Mail or hand deliver a completed Certificate of Election to each winner.
- Mail the **original canvassing report and a copy of all of the Certificates of Election** to the Elections Division, Vermont Secretary of State, 26 Terrace St, Montpelier, VT 05609-1101.

PLEASE CALL US IF YOU HAVE ANY QUESTIONS: Kathy DeWolfe, 828-2304, Melanie Jacobs, 828-0175 or our toll free number (800)439-8683.

ENC: Canvassing Reports
Certificate of Election Form (Please make additional copies for each office.)

OFFICIAL REPORT OF THE CANVASSING COMMITTEE

For _____ County

General Election, November 2, 2004

In accordance with 17 V.S.A. § 2592(b), we have met and canvassed the returns of votes for the **Office of High Bailiff**, November 2, 2004 General Election as filed with us. For election to the office of High Bailiff, the following results were tallied (write additional write-ins on back please):

	Name	Party	Votes received:
Candidate(s): (Mark winners with asterisk *)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Subtotal _____

	Name	Votes received:
Write-ins:	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

TOTAL: _____

We completed the canvass of votes for this office on November 9, 2004 and certify that the winning candidate is as marked with an asterisk *. We further certify that we have prepared and signed a Certificate of Election for the winning candidate and that we will deliver or mail a Certificate of Election to the winning candidate.

County Clerk

Republican County Chair

Democratic County Chair

Progressive County Chair

Mail this form and a copy of the Certificate of Election to: Elections Division, Secretary of State's Office,
26 Terrace St., Montpelier, VT 05609-1101

OFFICIAL REPORT OF THE CANVASSING COMMITTEE

For the _____ **Senatorial District**

General Election, November 2, 2004

In accordance with 17 V.S.A. §2592(c), we have met and canvassed the returns of votes for the **Office of State Senator** cast at the November 2, 2004 General Election as filed with us. For election to the office of State Senator, the following results were tallied (list all write-in candidates using back of page or additional sheets if necessary):

	Name	Party	Votes received:
Candidate(s): (Mark winners with asterisk *)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Subtotal: _____

Total Write-ins (From attached sheets form): _____

Total Votes Cast: _____

Please do not forget to add a listing all write-in candidates. (Use additional sheets.)

We completed the canvass of votes for this office on November 9, 2004 and certify that the winning candidate(s) are as marked with an asterisk *. We further certify that we have prepared and signed Certificates of Election for each winning candidate and that we will deliver or mail a Certificate of Election to each winning candidate.

County Clerk

Republican County Chair

Democratic County Chair

Progressive County Chair

