

I. Overview of Administrators of Statewide Elections

The Primary and General Elections in Vermont are administered through teamwork between the Secretary of State, who is the Chief Election Official of Vermont, the local election board known in Vermont as the Board of Civil Authority in each town or city, the Town Clerk, who is also a member of the Board of Civil Authority, additional election officials appointed by the Board of Civil Authority, and county clerks.

The **Secretary of State** employs a Director of Elections and Campaign Finance and three Election Administrators. In the odd-numbered years, political parties are required by Vermont statutes to organize and file party organizational papers with the Secretary of State. The Elections Division provides information and training about election law and procedures to local election officials, parties, candidates, and citizens. The Elections Division reviews consent forms, prepares and distributes ballots for all voting districts as well as Official Return of Vote forms used to report results. All candidates for the Primary and General Elections file campaign finance reports with the Secretary of State.

The **Board of Civil Authority (BCA)** of each Town or City (except where local charters may provide alternative officials, such as Burlington) is composed of the Town Clerk, the members of the local Selectboard (3 or 5 members elected at Town Meeting) and the Justices of the Peace (JPs) elected every two years in the General Election (5 to 15 JPs depending upon the population of the town). The BCA is in charge of the conduct of elections within the municipality. Board members should be in attendance at polling places on Election Day whenever possible. 17 V.S.A. §2451

The Board of Civil Authority establishes policy; makes decisions involving voter registration, challenging and purging voters; determines polling places and hours; and Justices of the Peace may deliver absentee ballots to ill or disabled voters who request personal delivery and serve as election officials at the polling place. If there are not enough BCA members available to serve on Election Day, the BCA shall appoint a sufficient number of legal voters of the town to serve as election officials. The Board of Civil Authority acts as a body, not as individual members. The quorum requirement of 17 V.S.A. §2103(5) means that at least three members of the Board must be present and in agreement in order to take effective, official action, except on election day, when any number present, even if only one, can take action.

If a town does not have at least three JPs or other BCA members belonging to a major party, any three voters in the town, or the town chair of the political party, can request that the Selectboard appoint additional members from its proposed list so that the major party will have a least three members serving on the BCA. Any BCA members appointed under this statutory provision serve **ONLY AS ELECTION OFFICIALS**. These special appointees do not become JPs, cannot perform marriages, and cannot participate in tax appeals or tax abatements. 17 V.S.A. §2143

The **Town Clerk** is the foundation of Vermont elections. The Town Clerk is the **KEY PLAYER** for the detailed, technical, and practical preparation for and administration of the Primary and General Elections. The Town Clerk maintains all voter information on the statewide checklist throughout the year, posts all notices and warnings, generally serves as Presiding Officer at the Polling Place, and prepares and submits the Official Return of Vote (with another election official).

The **Presiding Officer** is the chief (highest) election official at each polling place. Vermont statutes designate the Town Clerk as Presiding Officer unless the town has voted otherwise, the Town Clerk is unavailable, or there is more than one polling place within the town. If the Town Clerk is unavailable or the town has multiple polling places, the Board of Civil Authority appoints a legal voter to serve as Presiding Officer. 17 V.S.A. §2452 The Presiding Officer or an assistant designated by the Board of Civil Authority is required by law to attend at least one election workshop every two years presented by the Secretary of State. 17 V.S.A. §2457(b)

Some Town Clerks have additional responsibilities related to the election of the 150 state representatives. Vermont statutes designate the **Representative District Clerk** as the town clerk of the largest whole town in the district, population-wise. Appendix A lists all Representative District Clerks. Representative District Clerks were designated in 2002 and will continue to serve until there is a new census in 2010 and the General Assembly finishes reapportionment for the 2012 elections. 17 V.S.A. §2103(29) The Representative District Clerks accept Primary petitions from candidates for state representative, chair a canvassing committee to report election results for the representative(s) in the district following the Primary and General Elections, and accept campaign finance filings from candidates for state representative.

Senatorial District Clerks are 12 of the county clerks who are designated by state statute to perform additional duties related to the election of 30 state senators (Essex and Orleans Counties are combined in one senatorial district with the Orleans County Clerk serving as Senatorial District Clerk, and the Chittenden County Clerk serves as clerk for both the Chittenden and Grand Isle Senate Districts). Appendix B lists all Senatorial District Clerks. These officials accept Primary petitions from senatorial candidates, chair a canvassing committee to report election results for the senators in the district following the Primary and General Elections, and accept campaign finance filings from candidates for state senator.

County Clerks accept petitions and consent forms from county office candidates and petitions for recounts after the Primary or General Elections from candidates for state representative, state senate and county offices (if the difference between a winning candidate and a losing candidate is less than 5% of the total votes cast for all candidates in the race divided by the number of candidates). County Clerks also manage all recounts within the county. Appendix C lists all County Clerks. 17 V.S.A. §§2601, 2602

Election Officials (Election Assistants) are legal voters of the town who are appointed by the Board of Civil Authority as needed and to ensure political party balance, and Assistant Town Clerks (who are not required to be legal voters of the town). 17 V.S.A. §2454 All appointed election officials must be sworn in before entering upon their duties. Sixteen- and seventeen-year-olds from the voting district can now be appointed as assistant election officials working under the direct supervision of adult election officials but are not sworn in because they are under 18 and therefore cannot take oaths.

The oaths required are set out in the Vermont Constitution. They are, as follows:

I (give name) do solemnly swear (or affirm) that I will be true and faithful to the State of Vermont, and that I will not, directly or indirectly, do any act or thing injurious to the Constitution or Government thereof. (If an oath) So help me God. (If an affirmation) Under the pains and penalties of perjury.

I (give name) do solemnly swear (or affirm) that I will faithfully execute the office of assistant election official for the town of (give town) and will therein do equal right and justice to all persons, to the best of my judgment and ability, according to law. (If an oath) So help me God. (If an affirmation) Under the pains and penalties of perjury.

Election Official Training -- Each even-numbered election year, the Office of the Secretary of State provides Election Officials Training. All Election Officials are invited. However, the Vermont statutes require that each **Presiding Officer** or an assistant designated by the Board of Civil Authority attend at least one election workshop every two years. 17 V.S.A. §2457(b) The June and August workshops are announced in the monthly *Opinions* and in Election Bulletins mailed to all Town Clerks and BCA members.

Disqualification of Election Officials

In certain cases, members of the BCA or election officials may not serve due to a statutory conflict. No person who is a candidate for an office in a contested race printed on the ballot may serve as an election official for that election unless the person is running for Justice of the Peace, Town Clerk, Clerk-Treasurer, Moderator, or in charter towns for another election official position such as Ward Clerk. 17 V.S.A. §2456 Nor may the candidate's spouse, parent or child serve to deliver absentee ballots to ill or physically disabled voters when the candidate is disqualified from serving as an election official. 17 V.S.A. §2538 Whenever possible, the best practice is to avoid even the suggestion of a lack of impartiality. So, even if a candidate can serve as an election official, do not have the candidate count ballots for the office that he or she is seeking. The standards of voters are often higher than the standards of the law, and while you are obliged only to follow the law, a little prudence goes a long way.

Assignments and Compensation of Election Officials

Election officials look to the Presiding Officer for assignments of their hours and duties at the polls. 17 V.S.A. §2455 The compensation, if any, of those who deliver absentee ballots is established by the BCA. 17 V.S.A. §2538(a) Compensation of other election assistants, if any, is determined by the electorate at town meeting, as part of the normal budget process, or in lieu of that express vote, by the Selectboard. Many towns pay minimum wage to election assistants while other towns ask for volunteer service.

II. Regularly Occurring Election Related Responsibilities of Town Clerks and BCA (not related to a particular election)

Certain election related duties are performed by the **Town Clerk** and local **Board of Civil Authority** throughout every year.

Voter Registration and Statewide Checklist Duties (Town Clerks and BCA)

Town clerks must expeditiously Add, Edit, Challenge and Purge voters from the statewide checklist. See the User Guide for the statewide checklist for details or contact mhodge@sec.state.vt.us or klane-karnas@sec.state.vt.us with questions or to request additional training. Clerks need to sign on at least once each week to look for messages from Kathy DeWolfe, Director of Elections, and to process notices to remove voters.

Clerks must keep offices open from 10:00 a.m. until noon on Tuesday, September 5 (Monday is a holiday so the deadline moves to Tuesday) for the purpose of receiving applications for addition to the checklist for the Primary and from 10:00 a.m. until noon on Monday, October 30 for the General Election. 17 V.S.A. §2144 All applications which have been accepted by the DMV or by a voter registration agency on or before noon on the second Monday shall be considered to have met the filing deadline even if the clerk receives those applications after the deadline.

Some persons may become qualified to vote between the deadline for application to the checklist and the Election Day (persons turning 18 or becoming a new resident of the town). A letter, or the partial completion of a voter application form, can be used as notice of intent to apply for addition to the checklist. These applicants must then submit a completed application before the close of the polls on Election Day. 17 V.S.A. §2144(b) If the qualifying event takes place before Election Day and the application is completed, the person can be added to the checklist and take the Voter's Oath on election day.

Vermont law gives the town clerk the authority to add names to the checklist. If a town clerk is uncertain if a person meets the qualifications, the town clerk notifies the Board of Civil Authority of a meeting to review the application(s).

A Board of Civil Authority (BCA) meeting is no longer required between the cut-off date for submitting applications for addition to the checklist and the day of election. 17 V.S.A. §2144b If the Town Clerk has added names, the Clerk forwards a list of additions to the BCA at least five days prior to each election. If the Clerk has received a questionable application, the clerk must call a meeting of the BCA to act upon the application. Meetings of the BCA require five days written notice to each member of the Board and posting a notice in at least two public places at least five days before the meeting. 24 V.S.A. §801 If the Board denies the application, the Clerk must send a notice with reason(s) for denial to the person's last known address. 17 V.S.A. §2146(b)

Meetings of the **Board of Civil Authority**, except for Election Day meetings, use a present and voting standard for a quorum, but require at least three members present and in agreement in order to take official action. 17 V.S.A. §2103(5) However, on Election Day, the Board of Civil Authority consists of those members of the Board present at the polls. 17 V.S.A. §2451 That means that on Election Day, if no other members of the Board are present, the Town Clerk or any BCA member can add a name to the checklist if it has been removed by inadvertence or error, or if an applicant filed an intent and then qualified after the deadline, or if a person swears that she has submitted a timely application that was not received, and completes the sworn affidavit. (Appendix G — Clerks should make copies for each polling place.) 17 V.S.A. §2147

No application to the BCA is required when a voter moves to a new location in the same town or changes his or her name. If the voter notifies the clerk, or if a change of address or name comes from the Department of Motor Vehicles, the clerk simply makes the changes on the checklist.

Qualifications required to become a legal voter

A person may be added to the checklist if on election day all of the following are true: (1) citizen of the United States; (2) resident of the State of Vermont; (3) 18 years of age or older; and (4) have taken the Voter's Oath. Three out of four of these qualifications are easy. Whether an applicant is 18 or whether an applicant has taken the Voter's Oath is easy to determine. Sometimes a person misunderstands and believes that a resident-alien "green" card allows one to register to vote, but it does not. A person must become a U.S. citizen, not a resident-alien, in order to register to vote.

It is the "**residency**" issue where most questions arise. We begin with 17 V.S.A. §2122(b):

A person may have his or her name on the checklist only in the town in which the person is a resident. For the purpose of this section, "resident" shall mean a person who is domiciled in the town as evidenced by an intent to maintain a principal dwelling place in the town indefinitely and to return there if temporarily absent, coupled with an act or acts consistent with that intent. If a person removes to another town with the intention of remaining there indefinitely, the person shall be considered to have lost his residence in the town in which he originally resided even though he intends to return at some future time. However, a person shall retain the ability to vote in a town of former residence for a period of 17 days after becoming a resident of a new town. A person may have only one residence at a given time.

Intent is the key. What about a student in a dorm, living nine months of the year in Vermont and intending to remain in Vermont indefinitely? Case law tells us the college student can chose his primary residence but cannot be registered in two places. Or, what about an owner of houses in two Vermont towns, living in one and renting out the other house, but intending to return to the rented house when he or she retires?

It is not length of time alone that is the determining factor. As long as the person is only claiming one town as a principal dwelling place and is not on any other checklist, he or she may qualify to register and vote. These are very tough factual questions and as long as a person is not registered and voting in two places, the Vermont statutes appear to place the most emphasis on intent.

Federal law requires that former Vermont residents who are in the military or now live overseas can remain on the checklist until the citizen returns to the U.S.

Citizens have the right to maintain their status as voters in the last place within the United States where they have established residency, while they are in the military or living outside of the United States. 42 U.S.C. §1973cc and 17 V.S.A. §2122(a) Whether in military service, or living by choice abroad, a person can maintain residency for voting purposes in the town of former residence in Vermont until the person returns to the U.S. However, a person cannot create a residency in a new location until they return to the U.S. and establish a new principal dwelling place. If a person never lived in Vermont, he or she cannot decide to register in a town where he or she hopes or wishes to live in or retire.

The law on residency and checklists also provides that the Town Clerk and BCA treat each applicant equally. The law prohibits the BCA from requiring applicants to complete any form other than the “Application to the Checklist” or from requiring that all applicants or any particular class of applicants appear before the Board in person or submit additional information to verify the information contained on the application form. 17 V.S.A. §2145(c)

Denying an application or challenging a voter who is on the checklist

The BCA can make inquiry if it has any reason to question an application. On demand of a majority present (at least three members for a majority, except on election day, when any number of Board members present at the polls may act, even if only one is present) the BCA may require that applicants as individuals be examined, under oath, concerning the facts stated in the application. The Board may also make such investigation, as it deems proper to verify any statement made under oath by an applicant. 17 V.S.A. §2146(a) See statute for details.

The law provides procedures the Town Clerk and Board of Civil Authority must follow in denying an application. When a Board votes to reject an application, it must notify the applicant, in person or by first class mail, giving its reason(s) and offering an opportunity for a hearing. The notice to be used for this purpose is set out in 17 V.S.A. §2146(b).

To challenge a voter (because the BCA believes he or she no longer resides in town) or to purge or remove a person's name from the checklist, follow the detailed guidance in the Elections Bulletin included as Appendix I and in 17 V.S.A. §2150. If the voter has moved out of town, you can remove the name from the checklist immediately upon written notice from the voter, or written notice from another Vermont town or another state that the person has registered to vote in another place. Without written notice from the voter, the BCA must follow the procedures in Appendix I.

Remember the words of the law: "The provisions of this chapter shall be liberally construed, so that if there is any reasonable doubt whether a person's name should have been removed from the checklist the person shall have a right to have his name immediately returned to the checklist."

Records of voter registration and checklist maintenance

The **Town Clerk** must maintain records of actions by the Board of Civil Authority to maintain the checklist. Minutes must be kept of each Board of Civil Authority meeting. For each name removed from the checklist, the records must include the reason for removal. This may be as simple as keeping a copy of the written request or new registration form or making notations in your NEMRC system or the new statewide checklist. Working copies of checklists used to ascertain continued eligibility must be retained. The minutes need to include the names of all Board members present and all members of the public who participated in the meeting; all motions made, and what disposition was made of them; and the results of all votes, with a record of the individual vote of each member if a roll call vote is taken. 1 V.S.A. §312

Records of the number of new registrations occurring between general elections, the number of persons removed from the checklist between general elections, the lists of names and addresses of all persons to whom challenge or purge letters were sent, and notes of whether each person responded must be kept. These records are public and must be retained for at least two years. 17 V.S.A. §2150(d)(7)

Voter Registration for Primary and General Elections for Residents of Gores and/or Unorganized Towns -- Residents of gores and unorganized towns must be added to the checklist of a nearby town that is both in the probate district and in the representative district in which he or she resides in order to vote in **state and federal elections only**. You must either add the names to a special section at the end of the checklist or add a notation that will be clear to election officials at the polling places that these voters can only vote in state and federal elections. **Residents of gores and unorganized towns cannot be added to your town checklist for town elections, town school board elections, or union high school elections.** 17 V.S.A. §2123

Election Envelopes, Ballot Bags and Seals, Voting Booths, Forms/Notices

In July, each town clerk will receive a supply of all absentee envelopes for the Primary and General Election. Ballot bags and seals were already distributed—if you did not get yours, email mhodge@sec.state.vt.us. The last two deliveries of voting booths will be made in late July and late August. You can download the various ballot box signs and the absentee ballot request form from our website. We will automatically send you five copies of the Warnings/Notice to Voters in time for posting before the Primary and General Election. We will automatically send tally and summary sheets, the Official Return of Votes, certificates of nomination for the Primary and certificates of election for the General Election.

Additional Duties of the BCA before election day

There are a number of decisions the Board of Civil Authority must make before elections. The BCA decides the following:

- The proper number of voting booths. 17 V.S.A. §2504 Your town needs to have enough voting booths so that voters are not held up more than five minutes waiting for a booth.
- Designates the location of polling place or places (although voters may decide on other polling places at a duly warned annual or special meeting). 17 V.S.A. §2501 The law requires that polling places must be **accessible to voters with disabilities**. The Board of Civil Authority must take measures to assure that elderly and physically handicapped voters may conveniently and secretly cast their votes. 17 V.S.A. §2502 There must be **designated handicapped parking** outside a polling place, and no person should be permitted in a handicapped space for longer than the time needed to vote. Ill or Disabled persons can also ask two election officials to deliver a ballot to this parking area to vote (known as curbside voting). A polling place accessibility guide from the U.S. Department of Justice can be downloaded at <http://www.ada.gov/votingck.htm>. Curbside voting, using two election officials to bring a ballot to a car outside the polling place is still permitted upon request of the voter, **but the polling place must be accessible** if the voter prefers to come inside.
- At least 30 days prior to an election divides the checklist into geographical segments if more than one polling place is designated. 17 V.S.A. §2501 If separate checklists are to be used, the Board is responsible for determining the geographical location of each voter's last known address and correct placement of voters in geographic districts. 17 V.S.A. § 2501(c)
- May vote not to use an exit checklist. 17 V.S.A. §2507 If the BCA so votes, the Town Clerk must place alternative material (tabulator tapes, the number of voters on the entrance checklist and explanations of any discrepancies between the vote totals and the number of voters into the ballot bags).
- Designates pairs of Justices to deliver absentee ballots to ill and physically disabled voters. This must be done not later than three days before the day of election. No pair shall consist of two Justices from the same political party. If there are not enough Justices to do the job, additional voters may be appointed, again in politically mixed pairs, from a list provided by the chair of the town committee of political parties in town. 17 V.S.A. §2538

- Designates the time for opening the polls between 5:00 a.m. and 10:00 a.m. All polls close at 7:00 p.m. throughout the State of Vermont. 17 V.S.A. §§2494, 2561
- Appoints a sufficient number of assistant election officials, to work in politically balanced pairs, when possible. The appointed election officials must be sworn in before participating in any election duties. Sixteen- and seventenn-year-old residents of a voting district may be appointed as election officials working under the direct supervision of adult election officials. 17 V.S.A. §2454

III. Signing and Filing Procedures for Petitions and Consent Forms for Candidates to Qualify to be Placed on the Primary Election Ballots

The Primary Election is a method of nomination established by the Vermont statutes that **major parties** use to select candidates to represent the party on the ballot in the General Election.

Independent candidates and minor party candidates should skip this section and go immediately to Section IV for the General Election.

Primary Petitions (called Statements of Nomination in the statutes) and Consent Forms

No sooner than June 5, 2006 and no later than 5 p.m. on July 17, 2006, **MAJOR PARTY candidates** can file Petitions and Consent Forms with the appropriate Representative District Clerk, County Clerk, Senatorial District Clerk or the Office of the Secretary of State. Appendix A lists the Representative District Clerks, Appendix B lists the Senatorial Clerks and Appendix C lists the County Clerks for each district. A completed **Consent Form signed by the candidate must be filed by the petition filing deadline.** 17 V.S.A. §2361 (Petitions/Consent forms can be downloaded from www.sec.state.vt.us.)

For 2006, the major parties are: Democrat, Liberty Union, Progressive, and Republican. **ONLY** accept petitions for candidates who want to run as candidates for one of the four major parties. Candidates may not be on the Primary ballot of more than one party for the same office. 17 V.S.A. §2353

PRIMARY Petition filing requirements are: (17 V.S.A. §§2355, 2356 and 2357)

U.S. Senator, U.S. Representative, Governor, Lieutenant Governor, State Treasurer, Secretary of State, Auditor of Accounts and Attorney General	500 signatures with the Secretary of State
County Officers: Probate Judge, Assistant Judges or “side judges”, State’s Attorney, Sheriff, and High Bailiff	100 signatures with the County Clerk
State Senate	100 signatures with the Senatorial District Clerk
State Representative	50 signatures with the Representative District Clerk
(Remember, Justices of the Peace do not run in the Primary Election.)	

Petition Signatures

At the time the voter signs a petition, the voter must be registered (name on the checklist) and qualified to vote for the candidate (voter in the district). Each signer must print his or her name and town of residence next to the signature, and a voter may not sign more than one petition for the same office in the Primary, unless more than one nomination is to be made (as in a two-seat Representative District). Signing a petition does not bind a signer to vote for that candidate in the Primary. Any number of voters may sign the same petition. 17 V.S.A. §2354

With the petition, candidates must submit a consent form giving the correct spelling for how the name will be printed on the ballot, the candidate's town of residence and correct mailing address. **Without this consent form, the person's name will NOT appear on the ballot.** (Nicknames can be included, but titles will not be printed on the ballot. This means that Rick "Speedy" Harris can be submitted, but Dr. Samuel Jones cannot be used.) Consent forms are due on the same deadline as for filing petitions. 17 V.S.A. §2361

Signatures on petitions for Primary Elections do not need to be certified. The designated filing official checks that the petition contains the required number of signatures of legal voters that live in the district and that a Consent Form is filed. If there are sufficient legible signatures, and you have no reason to believe the petition is otherwise defective, the petition is valid. 17 V.S.A. §2358 **CLERKS: Please fax the consent form to the Office of the Secretary of State at (802) 828-5171 as soon as you have confirmed that the petition is valid.**

Petitions with obviously less than the required number of signatures must be rejected, and cannot be supplemented. If you find that a petition that appears to have the required signatures does not contain a sufficient number of legible signatures of legal voters, you reject the petition and notify the candidate that he has ten days to submit the required number of legible signatures. **Call the Elections Division immediately if you have rejected a petition and returned it to a candidate for collection of supplemental signatures.** Please encourage candidates to file supplemental petitions as soon as possible so we can prepare the Primary ballots. **No official notice is required to be given to candidates of conforming petitions.**

Candidates may not file and cannot be printed on the Primary ballot for more than one party for the same office in one election. 17 V.S.A. §2353 However, a candidate on the ballot in one party can ask for **write-ins** in another party. A candidate can be nominated through the write-in process if the candidate is the highest vote-getter even if other names are printed on the ballot. A candidate may also be nominated by write-in if no names are printed on the ballot, provided that the candidate is the highest vote-getter and receives votes totaling more than 50% of the number of signatures required for petitions for nomination for that office. 17 V.S.A. §2370

If you are NOT the filing official designated by statute, **DO NOT** accept a Primary Petition—you must direct the candidate to the correct place to file. **DO NOT** accept petitions from Independent candidates in July. These candidates must file with the Secretary of State in September (except for independent Justice of the Peace candidates who must file with the Town Clerk in September).

All petitions for the Primary must be kept until December 8, 2006 (30 days following the General Election) at which time they may be destroyed. 17 V.S.A. §2360

IV. Party Nomination Processes and Independent Candidate Petition Procedures for the General Election (Including Justice of the Peace)

Primary Election winners

The winner of each race in the Primary Election is the major party's nominee for that office and is automatically placed on the General Election Ballot **unless the candidate files a letter of withdrawal with the Secretary of State** before the ballot printing deadline. Unless a candidate formally withdraws, the name, residence, and party affiliation on the certificate of nomination will be printed on the General Election ballot. If a candidate discovers an error on the certificate, the candidate must notify the Secretary of State within five days of receipt. 17 V.S.A. §2371

Candidates nominated by other means for the General Election

These include independent candidates; candidates nominated by duly organized minor parties; candidates nominated by party committee when a major party has failed to nominate by Primary or where the duly nominated candidate has withdrawn, died or been removed and all candidates for Justice of the Peace.

Independent Candidates (except Justices of the Peace, discussed on page 11)

The law requires independent candidates to file Petitions (called statements of nomination in the statutes) and Consent Forms to be placed on the General Election Ballot. The law requires independent candidates to have signatures verified and certified by Town Clerks prior to submission to the Secretary of State in Montpelier. Independent petitions must contain:

- 250 certified signatures for statewide and congressional office,
- 100 certified signatures for county offices,
- 100 certified signatures for State Senator and
- 50 certified signatures for State Representative.

Independent petitions for ALL OFFICES (except Justice of the Peace) must be filed by the candidate at the Office of the Secretary of State in Montpelier no sooner than Friday, September 8, 2006 and no later than 5 p.m. on Friday, September 15, 2006.

Verifying Voter Signatures – During August and September, all Town Clerks may be asked to review and certify signatures for some independent candidates' petitions for the General Election. Independent candidates must ask the Clerk to certify that the voters listed on the petition are on the town checklist **before the candidate files the petition with the Secretary of State.** We have printed a certification at the bottom of each page of our General Election Independent Petition form that the Town Clerk can use or the Town Clerk can attach your own certification form.

We strongly suggest to independent candidates that they call and make an appointment with the Town Clerk; however, you must check the signatures, even though it may be inconvenient. A few candidates that lose a Primary may bring in petitions for certification in the three days following the Primary, but this should be very limited.

A voter may not sign more than one statement of nomination for an Independent for the same office, unless there is more than one seat in the district at stake. 17 V.S.A. §§2402, 2403 However, a person who has signed a candidate's petition for an office for the Primary can sign another petition for the same candidate as an independent if the candidate lost the Primary, or for a different independent candidate. (The Primary and General are considered different elections for the purpose of signing petitions.) Only those names certified by Town Clerks to be registered voters of the town will be counted toward the required number of signatures. 17 V.S.A. §2402(c) (For offices in districts that include more than one town, using a separate petition sheet for each town will allow Town Clerks to certify signatures quicker.)

After signatures on the petitions have been certified by Town Clerks, Independent Candidate Petitions for ALL offices except for Justice of the Peace must be filed with the Office of the Secretary of State, 26 Terrace Street, Montpelier, VT. Town, Senatorial, and County Clerks CANNOT accept petitions from Independent Candidates (except JPs).

An independent candidate will have his name printed on the General Election ballot with the word "Independent" next to the name, unless the petition specifies a party name. The party name (three words or less) may not include the word "Independent." The name chosen must be substantially different from the name of any organized political party and from any other political or other name already appearing on any other statement of nomination for the same office then on file with the Secretary of State. 17 V.S.A. §§2402, 2403 and 2472(b) A statement of nomination must contain the name of only one candidate, except that statements for U.S. President contain the name of the Vice Presidential running mate. 17 V.S.A. §2403

A candidate can withdraw his candidacy before 5:00 p.m. on September 15 by filing a notice of withdrawal with the Secretary of State. (Justices of the Peace file withdrawal with the Town Clerk.) If a candidate files a written withdrawal after the deadline, the Town Clerk or the Secretary of State can remove the candidate's name until the printing deadline. 17 V.S.A. §2412

Nominations of candidates by Minor Parties -- Minor parties certified by the Secretary of State for 2006 are Constitution, Libertarian and Vermont Green. Minor parties nominate their candidates for the General Election in the same manner as major political parties who have failed to nominate by Primary. (See below) 17 V.S.A. §2381(b) Statements of nomination and consent forms must be filed with the Secretary of State by 5:00 p.m. on September 15, 2006. 17 V.S.A. §§2386, 2387

Major party fails to nominate a candidate in the Primary election, or candidate withdraws or dies - When a major party fails to nominate a candidate for an office by the Primary, the party may nominate a candidate for an office by caucus. Nominations for state or congressional office are made by the state committee; county office by the county committee; State Senate by the senatorial district committee; and State Representative by the representative district committee. 17 V.S.A. §2382 The chair of the committee, or if the chair fails to act, any three members of the committee, must send a written notice stating the offices for which nominations are to be made to each committee member at least five days in advance of the meeting. 17 V.S.A. §2383 Nomination requires a majority vote of those present and voting, and if no candidate has received a majority after two ballots, the candidate with the lowest number of votes in the second and in each succeeding ballot is eliminated until a candidate receives a majority. 17 V.S.A. §2384 The chair and the secretary of the committee file a signed statement of nomination with the Secretary of State. Each candidate nominated must also file a consent form. 17 V.S.A. §2385(a),(d) Statements of nomination and consent forms must be filed with the Secretary of State by 5:00 p.m. on September 15, 2006. 17 V.S.A. §§2386, 2387

In the case of death, withdrawal or removal of a candidate of a major political party nominated by the Primary, the party committee can file a statement with the name of a replacement prior to the deadline for filing on September 15, 2006.

Candidates nominated by more than one party

Persons nominated for the same office by more than one political party may elect the party or parties in which he or she will be a candidate, by filing a written statement to that effect with the Secretary of State. Candidates should expect to receive a phone call from the Secretary of State's Office asking for an early decision, so that we can prepare the General Election ballots in time for delivery on October 9.

The first party designated will be the first party printed on the ballot after the candidate's name and will be counted in statewide races toward major party status. If a candidate does not file the statement, the Secretary of State or Town Clerk is required to designate by lot the party to be printed immediately after the candidate's name. 17 V.S.A. §2474

Justice of the Peace

The number of Justices that a town may elect depends on its 2000 population. Towns with fewer than 1,000 residents may elect up to five Justices. Towns between 1,000 and 1,999 residents may elect up to seven; between 2,000 and 2,999, ten; between 3,000 and 4,999, twelve; and 5,000 or more, up to fifteen. Vermont Constitution, Chapter II §52 To increase the number of JPs, your town must vote at an annual or special town meeting before the General Election to authorize the election of a larger number. Every Justice elected on November 7, 2006 will begin his or her term on February 1, 2007. County officers, including Justices of the Peace, hold over until successors are elected and qualified. 3 V.S.A. §259 We will send certificates of election and oath forms for the Justices just before the General Election.

Justices of the Peace can be nominated by party caucus or, failing that, by party committee of **major or minor political parties by filing of a statement of nomination** signed by the town party chair and secretary, along with a copy of the notice sent to all town committee members, not later than 5 p.m. on September 15, 2006. 17 V.S.A. §§2382, 2413 The statement of nomination form can be downloaded from <http://www.sec.state.vt.us>. 17 V.S.A. §§2385, 2386 Although consent forms are not required for Justice candidates nominated by the party, party officials must confirm the consent of all candidates to have their names on the ballot. Our office sends a detailed memo to Party Chairs detailing procedures with copies of all necessary forms. Contact your party if you did not receive this material. (A courtesy copy of this memo was sent to Town Clerks for information only.)

The chair and secretary of the local political party must sign the statement of nomination before it is filed. A copy of the notice that was sent to all committee members must also be filed with the nominating statement.

Independent Candidates for Justice of the Peace -- To run as an independent candidate for JP, a legal voter of the town must file a petition (statement of nomination) with 30 signatures or signatures of one percent of the legal voters of the town, whichever is less. 17 V.S.A. §2402 The petition and consent form must be filed with the Town Clerk by 5 p.m. on Friday, September 15, 2006. The signatures on the petition must be verified by the town clerk prior to submission or the petition is defective.

Candidates for Justice of the Peace may withdraw their names from nomination until September 15 by filing a written notice of withdrawal with the Town Clerk. Notices of withdrawal filed after September 15 may result in the removal of the candidate's name if the printing deadline has not passed. **Clerks should publicly announce the printing deadline for Justice ballots by posting a written notice in the town office.** 17 V.S.A. §2412 September 15 is the deadline for filing nomination statements for candidates who replace those who have withdrawn. If a candidate for Justice has been nominated by more than one major party, the candidate must select which party or parties he or she will represent by September 15, 2006. 17 V.S.A. §2474(a)

Some towns have had an historical "gentlemen's agreement" that each major party will only nominate one-half of the number of Justices of the Peace to be elected by your town. There is nothing illegal about this practice, but there is also no obligation for any party to follow this practice. As more voters decide to run, there are more and more towns where the old "gentlemen's agreement" is being discontinued. All major and minor parties can nominate as many JPs as there are positions to be elected, and there is no limit to the number of independent petitions that can be filed for Justice of the Peace in a town.

V. Pre-Election Responsibilities for ALL Statewide Elections

Primary Election Ballot Distribution (Secretary of State and Town Clerks)

Primary election ballots (50% of your checklist for each party) will be sent to your town clerk's office directly from the printer. 17 V.S.A. §2478 You will receive your ballots at least 30 days before the election or not later than August 14, 2006. **Please check your ballots immediately after you receive the delivery. Call or email the Elections Division immediately if there is any error** or you did not receive the correct amount. The printers will score 40% of the machine ballots for absentee ballots. If you need more ballots, or more ballots scored, notify our office as soon as possible.

General Election Ballots (Secretary of State and Town Clerks)

General election ballots (100% of your checklist) will be sent to your town clerk's office directly from the printer. 17 V.S.A. §2478 You will receive your ballots at least 30 days before the election or not later than October 9, 2006. **Please check your ballots immediately after you receive the delivery. Call or email the Elections Division immediately if there is any error.** The printers will score 40% of the machine ballots for absentee ballots. If you need more ballots, or more ballots scored, notify our office as soon as possible.

Justice of the Peace and Municipal Special Meeting Articles

The Town Clerk must print or arrange printing for the **Justices of the Peace ballots and local election (public questions) ballots**, if any, in towns using paper ballots. The Town Clerk can make arrangements to have the JP ballot done by a professional printer company, or you can design and print the ballots and make copies on your copier; but either way, you must have the printed ballots available no later than Monday, October 9, 2006. Appendix F is a sample JP ballot. 17 V.S.A. §§2471 and 2472 Candidates' names must appear on the ballot in alphabetical order by last name. Nicknames can be included but titles cannot be used. (A candidate can be on the ballot as Rick "Speedster" Harris, but NOT Dr. Rick Harris). Proofread your ballots carefully. **We suggest that you have someone from outside of your office proofread your ballots.** It is very expensive to reprint ballots or to hold another election due to errors on a ballot.

If your town uses the Accuvote Optic Scan vote tabulators, we will include your JPs and local articles on your machine read ballot if the Town Clerk emails an attachment in either Microsoft Word or Excel (in the format outlined below and in an August Elections Bulletin) to mhodge@sec.state.vt.us before 5 p.m. Monday, September 18, 2006. You must list your JPs (in alphabetical order by last name) with the first name, middle name or middle initial or nickname and then last name exactly as it is to appear on the ballot including party affiliation, or independent. If you have any article(s), put a "column heading" such as "Special Town Meeting" or "Special Town School District Meeting" before the related article(s). **Please proofread carefully. We suggest that you have someone outside your office proofread your JP list and articles.** We can only proofread your ballots using the copy that you send us—we won't know if you send us copy with errors. **If there are mistakes in the JP list or article(s) that you send to us and the ballots need to be reprinted, your town will pay for all costs of reprinting.**

Pre-Election Sign(s) placed by Candidates or Citizens

The issue of how, when and where campaign signs can be placed in a town other than at the polling place on election day is an issue that must be decided by the owner of the property in accordance with the state law relating to placement of signs along state highways (Title 10 of the Vermont Statutes Annotated), any lawfully adopted zoning bylaw regulations, and/or lawfully adopted sign ordinance. Questions from candidates should be referred to the zoning administrator if your town has a zoning bylaw, or to the Selectboard if your town has a sign ordinance or to the Vermont Agency of Transportation for enforcement along state highways. There are rules promulgated by the State Agency of Transportation that give details for placement of signs along state highways, which include that the signs must be outside of the right of way of the highway. See our Memo in Appendix H for more details on signs.

Town/City Clerk to Post Warnings and Checklists at least 30 days prior to the election

Each Clerk will be sent five copies of the notice and warning for each polling place by Tuesday, August 8, for the Primary and not later than Tuesday, October 3, for the 2006 General Election. 17 V.S.A. §2521(b) **Clerks must fill in the blanks on each warning for the location of the polling place(s) and the time polls open.** The notice and warning for the Primary must be posted by Sunday, August 13, for the Primary and not later than Sunday, October 8, for the 2006 General Election. You must also post a copy of the most recent checklist. 17 V.S.A. §2641 If you have a local election scheduled for the same date, you must also post its warning and notice by these deadlines.

The Town Clerk must post the notice and warning in at least two public places **in each voting district** (if you have more than one) and in/near the Clerk's office. Post in two public places and in/near the clerk's office if only one district in town. 17 V.S.A. §2521

Copies of the Checklist requested by Chair of Town Party -- During the 30 days prior to the Primary or General Election, one copy of the checklist must be made available upon request, without charge, to the Chair of each political party in town. The checklist is a public record so that a copy must also be made available for actual cost to anyone else who requests a copy. The checklist shall state the name and address of each voter. 17 V.S.A. §2141

Town Clerk to prepare materials to be delivered to each polling place

The Town Clerk must also furnish two copies of the **checklist** before the polls open on Election Day to each Presiding Officer for use at the polling place, unless the Board of Civil Authority has voted to abolish the Exit Checklist, in which case only one checklist is needed. 17 V.S.A. §2507 We suggest posting at least one extra copy of the checklist near the entrance to the polling place so that a voter can see if his name is on the checklist before he goes to the entrance checklist.

Prior to the election the Town Clerk with other Presiding Officers, if any, must:

- make assignments and schedule the hours of election officials, train election officials,
- develop a policy for regulating placement of signs at the polling place on the day of elections,
- develop a policy for conduct of persons outside the polling place, and
- develop a policy for pollwatchers inside the polling place.

We suggest you make copies of your policies and have them at the polling place to give to citizens who have questions.

The Town Clerk must also make arrangements to have the following delivered to each polling place: BALLOTS, ballot bags, Provisional ballot envelopes, envelopes or clips and paper to mark spoiled ballots, voting booths, ballot boxes or vote tabulating machines, tabletop voting booth, telephone, headphones, instructions for use of the telephone system including your poll worker code and ballot code, pens for marking ballots, pens (and perhaps rulers) for marking checklists, copies of the sworn affidavit to be added to the checklist, copies of the affidavit of domicile for voters who had been challenged, copies of the "Do not overvote" signs, signs for ballot boxes, copies of your polling place policies, a copy of the list of early absentee voters, and whatever other supplies your election officials have requested.

Procedures for Early Absentee Ballots PRIOR to the Election

Clerks should immediately mail ballots to all absentee voters who have requested a mailed ballot, especially military and overseas voters. The Town Clerk must store all of the rest of the ballots, except those used for sample ballots and absentee ballots, in a secure place until the day of election. At that time, the Clerk must deliver sufficient quantities of the ballots to the Presiding Officer of each polling place, together with Justice of the Peace ballots or other local ballots prepared by the Town Clerk.

The Town Clerk must post sample ballots by Wednesday, August 23 for the Primary and by Saturday, October 18 for the General Election. The Clerk must mark "SAMPLE BALLOT" over the ballot, place a line through all boxes/ovals and then post one sample at each place where the warning has been posted. 17 V.S.A. §2522 Make sure "Sample" covers all sections, especially all attached ballots for the Primary Election, so that the ballot cannot be stolen and used.

Early Voter/Absentee ballots -- Any voter, family member or authorized person can request an early voter absentee ballot in Vermont without any reason. Voters who expect to vote by absentee ballot on election day may apply to the Clerk for absentee ballots no later than 5:00 p.m. or the closing of the town clerk's office on the day before the election. 17 V.S.A. §2531 One request for absentee ballots can be made for the Primary and General Elections, if the ballots are to be sent to the same address. 17 V.S.A. §2532(d)

Only a voter, family member (a spouse, child, brother, sister, parent, spouse's parent, grandparent or spouse's grandparent), or health care provider may request a ballot by phone. Any other authorized person, including a friend of the voter, may request a ballot in person or in writing. A form for early voter absentee ballots should be filled out by those requesting ballots in person or writing. (Appendix D) 17 V.S.A. §2532(a) When the request comes by telephone, the Clerk or official receiving the call completes the form, giving his/her own signature in place of the voter's or applicant's.

The Clerk must keep a file or make a list of all early or absentee voters that contains the voter's name and address. A copy of the file or the list shall be made available upon request at the Clerk's office. A copy of the list shall be available upon request in each polling place in the town upon the opening of the polls. 17 V.S.A. §2534

Applicants requesting absentee ballots who live outside the United States or military service absentees can also use the Official Federal Post Card applications to request absentee ballots and to apply for addition to the checklist. 17 V.S.A. §§2532 and 2549 All first time applicants for addition to a Vermont checklist must take the Voter's Oath. 17 V.S.A. §2124 If the box is checked on the federal form, but the Oath isn't affixed to the card and it is unclear if the applicant took the Voter's Oath, treat the post card as a request and send the applicant a new voter application form with an explanatory letter.

Four ways to vote by absentee ballot -- The voter may apply in person to the Town Clerk and **vote in person** in the Clerk's office on an absentee ballot, seal and sign the envelope, and return the ballot(s) to the Town Clerk without leaving the Clerk's office. This may be done at any time the town clerk's office is open before September 11. 17 V.S.A. §2537

The **voter may pick up a ballot** at the town clerk's office and return the ballot in the same manner as if the ballot was received by mail. 17 V.S.A. §2537 No other person can pick up a ballot for a voter--not the spouse, not the son or daughter, not the parent. **Only a voter may pick up a ballot for himself or herself from the town clerk.**

A voter may also vote **by mail**. The voter can request absentee ballots and the Clerk sends the absentee ballots, with the appropriate envelopes, to the registered voter after the request is made as described above. **Absentee ballots to persons living outside the United States and to all military personnel wherever they are stationed (including bases inside the United States) must be sent airmail, first class, postpaid.** We suggest that you offer to use a delivery service for military voters, if at all possible. 17 V.S.A. §2539 All absentee ballots must be returned to the Clerk before the close of the polls on Election Day, either in person or by mail in order to be counted (unless a court order provides otherwise). On Election Day, clerks should check both the U.S. mail and any "drop box" the Town Clerk's office may have before the close of the polls.

If absolutely necessary, a Town Clerk can fax a ballot to a voter along with a copy of the certificate on the inside absentee envelope. The voter can complete the ballot, put the ballot inside a No. 10 envelope, seal the envelope, cut out the certificate and paste it on the envelope, complete and sign the certificate, place inside a mailing envelope and mail or have delivered to the Town Clerk by the close of the polls. Please urge any person who requests a faxed ballot to use an overnight delivery service to return the ballot to you before the polls close on Election Day.

Justices of the Peace may deliver absentee ballots to voters who are ill or physically disabled.

17 V.S.A. §2539(b) Only voters who are absent due to illness or physical disability (and who reside within the limits of the town, depending on the limits on the Justices' time) may choose this method of voting by absentee ballot. The BCA designates pairs of Justices, at least three days before the election, with actual work assignments made by the Town Clerk. If there are an insufficient number of Justices available, the BCA appoints other legal voters as election officials from a list provided by the chairs of the major political parties in the municipality. During the eight days immediately preceding the election, and on Election Day, the Town Clerk divides the list of ill and physically disabled voters into as many parts as there are pairs of designated Justices based on the geographic location of the absentee voters, and gives the list and the ballots for delivery for that day only to pairs of JP. 17 V.S.A. §2538(a) and (b)

Once the Justices have reached an absentee voter, **the JPs must work as a pair to present the ballot(s) and envelopes to the voter, who may then vote alone or in the presence of both Justices.** An absentee voter who is blind or physically unable to mark the ballot may request that one of the Justices mark the ballots in full view of the other Justice. 17 V.S.A. §2538(c) The voter then places the ballots in the appropriate envelope(s) and completes the certificate on the front of the voted ballot envelope. The certificate must be signed by the voter.

The Justices return the ballots and envelopes to the polls where the voter would have voted in person if able or to the Town Clerk, if done on days preceding the day of election. 17 V.S.A. §§2538 and 2545 The ballot envelopes are then delivered to the polling place along with all of the absentee ballot envelopes. If the ballots are delivered on Election Day, then the JPs return the ballots to the Presiding Officer who delivers the ballot envelopes to the Entrance Checklist to be handled in the same manner as all other absentee ballots.

The voter must sign the certificate on the face of the envelope or you must declare the ballot invalid.

The Clerk must receive all ballots before the polls close on Election Day, or the ballots may not be counted. 17 V.S.A. §§2540 and 2542 For the Primary Election only, if the unvoted ballots are not returned in the unvoted ballot envelope, the absentee ballots must be marked "defective" and not counted. 17 V.S.A. §2547

For every absentee ballot requested to be voted by mail, the Clerk needs to put the following materials inside the Outside envelope you are using to send the materials to the voter: (1) A folded Outside envelope for the voter to return the ballots to the polling place; (2) An Inside voted ballot envelope for the Primary or the General Election; (3) Ballot(s); and (4) An "unvoted ballot" envelope for the Primary ONLY.

VI. Election Day Duties – From Opening the Polls until the Polls Close

The Elections Division staff is available from 7:00 a.m. until at least 9:00 p.m. on every Primary and General Election day to assist you if issues arise or you have any questions. Call 800-439-8683 or our direct lines in the front of this booklet. If you don't quickly find your answer below, please call us.

Opening the polls

The polls must be opened by **the Presiding Officer** on election day at the time between 5:00 a.m. and 10:00 a.m., as established by the Board of Civil Authority. 17 V.S.A. §§ 2494,2561 The Presiding Officer assigns election officials to work in pairs, with no pair containing members from the same political party (if possible) at the polling place. 17 V.S.A. §2562

It is a best practice for the Presiding Officer to plan to speak to pollwatchers and other interested campaigners at the polling place first thing in the morning to explain your policies and state law governing these activities.

Pollwatchers

Representatives of political parties, candidates and political committees have a right to be present and observe voters at the Entrance Checklist. The Town Clerk and Presiding Officers, if any, should either set out chairs, guardrails, or mark with tape where the pollwatchers can be located to observe. They have a right to hear the name of each voter restated by the entrance checklist election official. Presiding Officers have the right to make reasonable rules to control the activities of pollwatchers. These include no use of cell phones in the polling place, no talking that interrupts the work of the election officials, etc. **We suggest that Presiding Officers develop policies for pollwatcher conduct at the polls and have these available for distribution.**

Political parties, candidates and political committees have a right to challenge a voter's right to vote on only two grounds: 1.) that a voter has already voted in the same election or 2.) that the voter is not, in fact, the person whose name appears on the checklist. 17 V.S.A. §2564 These are the only two reasons that can be used to challenge a voter on Election Day. If a voter is challenged for one of these two reasons, then the BCA must convene immediately to informally hear the facts and rule on the matter at the polling place. 17 V.S.A. §2564

Pollwatchers may observe the voting process and have a right to hear names at the entrance checklist. However, pollwatchers do not have the right to set up their own tables and require voters to stop and give their names. This is beyond what the statute permits. We suggest that any interested persons contact the Town Clerk in advance of Election Day to discuss activities so that pollwatchers can perform permitted activities without interfering with the voting process.

In polling places with 500 or fewer names on the checklist, these same groups have a right to view the checklist twice during the Election Day at times convenient to election officials if prior written requests were made at least twelve hours before the polls open. 17 V.S.A. §2572

Campaigning at the polling place

The **Presiding Officer** must ensure that no one hinders or interferes with the progress of any voter to and from the polling place. 17 V.S.A. §2508 **The statute does not provide a specific distance that campaigners must be from the polling place.** There is NO SPECIFIC NUMBER OF FEET or limit in Vermont law for the physical distance that a candidate or supporter must stay from the polling place. The Presiding Officer must establish a policy and then show candidates and supporters where they can stand outside each polling place so that voters can enter and leave without interference. As Presiding Officer, you are directed to make sure that no one physically interferes with a voter's ingress and egress, but you cannot establish limits that are too distant from the polling place. 17 V.S.A. §2508

The Presiding Officer can use discretion and establish a reasonable interpretation of the statute based upon the specific situation and terrain at each polling place. For example, a Presiding Officer can ask campaigners not to block the stairs or walkways, or to stand in particular places next to the walkways. However, a campaigner may be able to challenge the interpretation of the Presiding Officer, if the interpretation unreasonably restricts First Amendment rights to present information to voters. The key is to develop a policy that will prevent interference with voters but still allow campaigners to put out a message. We strongly suggest that **the Presiding Officer develop written guidelines for campaigning at the polls that can be handed out to candidates and other interested citizens.** Most folks feel better if they can see they are being treated equally (and a written policy reinforces this).

Button, Campaign Literature, Stickers or Labels --Within the building containing a polling place, the Presiding Officer is responsible for insuring that no campaign literature, stickers, buttons, name stamps, information on candidates or other political materials are placed, handed out, displayed or allowed to remain. 17 V.S.A. §2508 **Any voter may bring a small card or folded paper to remind the voter how he or she wants to vote**, or a label or sticker to affix it to the ballot to vote for a write-in candidate so long as the voter is not displaying his paper or label to others in the room. 17 V.S.A. §2587(e)

The Presiding Officer is also responsible for insuring that no candidate, election official or other person solicits voters or otherwise campaigns in the polling place. 17 V.S.A. § 2508 Voters wearing buttons or stickers should be asked politely to remove them while inside the polling place. However, do not attempt to remove buttons, other insignia, or prohibit a determined button-wearer from voting if he or she refuses to remove the political insignia. Simply ensure that the voter casts his ballot as quickly as possible and leaves the polling place with the button or T-shirt. **It is wise to ask one election worker per shift to check the polling booths regularly to make sure that no political materials have been left inside the booths.**

In addition to election law, the Vermont statutes that apply to behaviors in any public place, such as disorderly conduct, also apply to the polling place. If voters have complaints about actual harassment outside the polling place, call a law enforcement officer to deal with that problem.

Signs outside at the Polling Place on Election Day – (Appendix H) The law states that on Election Day the Presiding Officer shall control the placement of signs on the property where the polling place is located in a fair and even-handed manner. 17 V.S.A. §2508 A Presiding officer can develop a policy that would not allow signs to be affixed to the building or signs being placed in the ground on the property containing the polling place on Election Day. Or, a Presiding Officer may allow signs to be placed on a certain area of the lawn, with reasonable limits as to size and number of signs per candidate. However, if a citizen wants to stand outside a polling place and hold a sign, there are First Amendment rights to do so, so long as the sign holder does not interfere with the ingress and egress of voters. Likewise, if a car is legally parked outside a polling place, and happens to contain a political sign, the Presiding Officer cannot order the car to be moved.

Processing Absentee Ballots on Election Day

On Election Day, the Clerk delivers all absentee ballot envelopes that have been received to the Presiding Officer in the polling place where the absentee voter would have voted in person. 17 V.S.A. §2545 Although the law states that the voter must return the absentee ballot to the town clerk or to the polling place before the close of the polls on election day, we have had some situations in towns where voters have placed absentee ballots in “slots” for tax, water, or sewer payments or at Town Clerk's offices that were closed on election day. **We suggest that you post a sign stating that after the close of the Town Clerk's office on the day before the election, all absentee ballots must be delivered to the polling place.** Alternatively, you or another election official must check the mail slots or drop boxes just before the close of the polls.

After receiving the absentee envelopes at the polling place, when time is available between in-person voters, the election officials check to see that the absentee voter is on the checklist, that he has not already voted, that the unvoted ballot(s) and unvoted envelope in the Primary are returned, and that the certificate on the voted ballot envelope is signed by the voter. **If the certificate has not been signed by the voter, the entire ballot is spoiled.** 17 V.S.A. §2547

The absentee voter's name is then checked on the entrance checklist. The election officials then open the envelope and, without unfolding the ballots or looking at them, deposit the ballots in the proper ballot box--unvoted Primary ballots into the unused ballot box; voted ballots in the Primary voted ballot box and the General Election ballot into the voted ballot box. The officials should also ensure that the name is also checked off the exit checklists, if any. 17 V.S.A. §2546

On Election Day, if a voter appears at the polls with all unmarked absentee ballots and envelopes and wants to vote in person, the Presiding Officer must turn all of the absentee ballots and envelopes over to the Town Clerk and allow the voter to vote in person. 17 V.S.A. §2548 The returned absentee ballots should then be treated as spoiled or unused ballots. 17 V.S.A. §2568 **A person who was mailed absentee ballots cannot vote in person unless he or she returns all of the unmarked absentee ballots or goes to court to get a court order.**

In-Person Voting Procedures

At the **entrance checklist**, the voter must state her name and, if requested, street address in a clear and audible tone of voice. The election officials at the entrance checklist verify that the person's name is on the checklist. If the voter is a first-time voter who registered individually by mail, the checklist will have a notation indicating that the person must provide identification – valid driver's license, government check, utility bill, or other government correspondence showing current address. If a person has properly applied for addition to the checklist, but has not yet taken the Voter's Oath, the checklist will have a notation and the person must take the Voter's Oath. After this is done, the election official places a check mark next to the name, repeat the voter's name in a clear voice, and admits the voter within the guardrail for the purpose of voting. 17 V.S.A. §2563 Repeating the name in a loud voice also serves the needs of pollwatchers, who have the right to hear, or see, the name of each person seeking to vote. 17 V.S.A. §2564 **If a person chooses to use the Vote-By-Telephone system the election officials must mark a tic in the space provided on first page of the Entrance Checklist so that the Presiding Officer will be able to determine how many ballots were cast using this system.**

Procedures if name not found on Checklist -- Sometimes legal residents who are not on the checklist come to the polling place and ask to vote. If, after discussing the facts, it appears that the voter was removed from the checklist by inadvertent error, the Presiding Officer can call together the members of the BCA who are present, and after explanation of the error, the BCA members present may vote to add the name to the checklist. 17 V.S.A. §§2147 and 2150(d)(6)

If the person has never been on the checklist for this polling place, but asserts that he or she submitted a timely application to register to vote, ask if he has his copy of the form or receipt. If the person does not have his form but it appears that the person submitted a timely application but that it was lost or mislaid in the administrative process, you may have the person complete the **sworn affidavit** (Appendix G) and add the name to the checklist. This procedure can be helpful when you believe that the person has done his part to register and it will avoid the use of a provisional ballot as now required by federal law. 17 V.S.A. §§2145 and 2147(a)(4)

If the person does not fit the categories described above, the person can apply to any superior or district court judge in the county or district in which the person claims residence. The person must present a written notice to the court, but it can be informal and need only identify the person, the town in which she has been denied eligibility to vote, and the reasons why the person thinks he or she should be added to the checklist. Upon conclusion of the hearing, the judge issues an order to either deny the request or to order the BCA to add the person to the checklist. Upon receipt of a Court Order to add, add the name, administer the Voter's Oath, if not previously taken in Vermont, and allow the person to vote. 17 V.S.A. §2148

If the person does not want to go to Court to request addition to the checklist and the person cannot be added through use of the sworn affidavit, or to correct an erroneous removal of his name, refer the person to the Presiding Officer. The Presiding Officer can determine if the person qualifies for a **provisional ballot**. If so, the voter is given a ballot, a provisional ballot envelope that includes an affidavit that must be completed by the voter, and a card explaining the process for the voter to check to see if the provisional ballot is counted. The provisional ballot envelopes and notice to voters will be sent to all Town Clerks in August with detailed instructions.

Once a voter has been marked as voting by the Entrance checklist election officials, an election official hands the voter ballot(s), asks the voter if he or she has any questions, and shows the voter to a voting booth. 17 V.S.A. §2565 If the voter spoils a ballot, up to three additional ballots may be provided. 17 V.S.A. §2568 Post "Do Not Overvote" signs in each voting booth to remind voters to only vote for the number of "vote for not more than" in each race. (Appendix J) This is important in paper ballot towns so voters carefully check the ballot before casting it.

Accuvote tabulating machines must be configured to reject the ballot if the voter has **overvoted** in a race (marked more candidates than the "vote for not more than"). If a ballot is rejected for overvoting, explain to the voter that he or she has voted for too many candidates in one race and the voter can have that ballot spoiled and vote a new ballot. If the voter does not want to take a new ballot, the official can place the overvoted ballot in the emergency bin of the ballot box or the top front tab of the ballot box can be unlocked, and the election official can press the YES button as the ballot is inserted in the tabulator to allow the ballot to be accepted.

Voters who do not use their ballots must return them to the Presiding Officer. Spoiled and unused ballots must be immediately marked with a notation on a separate paper and placed in a ballot bag to be returned to the Town Clerk for disposition in accordance with 17 V.S.A. §2590.

In the **Primary Election only**, each voter must separate the sections of the Primary ballot, whether voted or unvoted, and fold each separately. The voter then goes to the exit checklist, if any, and has his or her name checked off and delivers the unvoted ballot(s) to an election official, for deposit in the unvoted ballot box. The voter then deposits his or her own voted ballots in the voted ballot box or boxes and leaves the polling place. 17 V.S.A. §§2570 and 2571

In the **General Election**, the voter folds the ballots, is checked off the exit checklist, if any, and deposits the ballot(s) in the appropriate box(es) or feeds the ballot(s) into the tabulating machine before leaving the polling place. 17 V.S.A. §§2570 and 2571

In all elections, **only the voter must place his or her voted ballot(s) into the ballot box or feed the ballot(s) into the vote tabulating machines**. No election official can take a voted ballot from a voter. No ballot should be taken from the polling place by a voter, election official, or other person except when Justices carry ballots to voters for home delivery or two election officials take a ballot outside for the purpose of allowing a legal voter to vote from a motor vehicle adjacent to the polling place (known as curbside voting). 17 V.S.A. §2502(b)

Closing the polls

Polling places in every town in Vermont must close at 7:00 p.m. It is the duty of the **Presiding Officer** to announce that the polls are closed at this time. If there are voters still waiting to be checked in or to vote, they must be given the opportunity to complete the voting process, but no one arriving after the polls closing announcement can be allowed to vote at that election. 17 V.S.A. §§2561 and 2581 The Presiding Officer should place one election official at the end of the line as the polls are closed to ensure that no one enters the line after the announcement and votes.

If a voter who wants to use the Vote-By-Telephone system arrives at the polling place after 6:30 p.m., call the Elections Division immediately to let us know that we may need to leave the telephone voting system “open” for your polling place until the ballot is cast.

VII. Election duties after the polls close and in the next 48 hours

The Presiding Officer directs all ballot counting procedures. 17 V.S.A §§2583 and §2587

Once the polls are closed and the last voter completes the process, the Presiding Officer is responsible for ensuring **that all persons who are not election officials are prevented from entering within the guardrail until all votes have been counted.** Members of the public must be allowed to watch the counting process (but not stand over election officials’ shoulders). If counting is done in a separate room, the public must still be given an opportunity to observe the counting process from a designated area. In all cases, interested persons must be able to observe the counting process, but not to interfere with the orderly count and return of votes. 17 V.S.A. §2581 Observers must not be allowed to mingle and wander around in the area where election officials are counting.

First, the **checklists should be examined and the number of voters checked should be tallied on the entrance checklist and exit checklist, if any, and the tallies recorded by the Presiding Officer.** If the tallies don’t match on the first count, you must try to find any errors in counting. If errors cannot be found, the Presiding Officer must prepare a statement listing any discrepancies between the checklists, including a list of names that are checked off on only one checklist and other details related to the discrepancies between the entrance and exit checklists or the tabulator tape. You can call the elections division for help if you are having difficulty finding discrepancies. Before the **exit checklist** or alternate materials (if there is no exit checklist) and the statement of discrepancies are placed in a ballot bag for storage, the exit checklist must be marked as the exit checklist. 17 V.S.A. §§2582 and 2583 **The exit checklist, if any, should be placed with the statement of discrepancies in the ballot bag.** If there is no exit checklist, alternative material including the number of persons checked on the checklist as having voted, and a statement explaining or at least listing any discrepancies between that number and the number of ballots voted, and the tabulator tapes must be stored in a ballot bag. Remember, if there is a recount, you will want the County Clerk to know as much as possible about the accuracy of the Entrance and Exit Checklists.

The Entrance Checklist must be kept out of the ballot bags and placed in a secure location in the Town Clerk’s office as a public document to make copies at cost upon request. 17 V.S.A. §2583 If you place the Entrance Checklist in a sealed ballot bag, you will then learn how to petition the Superior Court to have the bag opened and the Entrance Checklist retrieved for the public. Please be careful. Exit Checklist in the ballot bag, Entrance outside the bags. **The Entrance Checklist is a public record that must be kept by the Town Clerk for a period of five years and made available for inspection and copying upon request upon payment of the statutory fees.** 17 V.S.A. §2590(e)

The next step is **ballot counting** in hand count towns. If you are using a vote tabulating machine you can skip this section and see the process for voting machine towns that follows.

Procedures for Hand Count Towns -- In a hand count town, the Presiding Officer opens the ballot boxes and instructs election officials to divide the ballots into sets of equal numbers. We generally suggest sets of 50 ballots, but some presiding officers prefer 25 or 100. Ask the officials to count carefully as your entire count will be off if the sets contain 49 or 51 ballots and it will take a lot more time later to discover the error. After dividing the ballots into sets of equal numbers with the last set containing the remaining ballots, add up the totals of each set to make sure it matches the total voters checked on the checklist. It is easier to look for a discrepancy now and recount the sets than to look for an error later in the process.

Ballots are then given to pairs of election officials. Election officials must work in pairs, with no pair containing members from the same political party, if possible. If the BCA and election officials are all members of one political party in your town, you must try to pair counters by personality and temperament so that the public will have confidence that the officials are not acting in collusion. (If there are any legal voters in your town who are members of different parties, or independent, it is best if additional election officials from different parties or independents are appointed as election officials prior to each election.)

One election official reads out the votes on each ballot, while the other official marks the tally sheet. After counting the set, the pair of officials should review the tally sheet to see that they have correctly counted the ballots. If counts are off for a race, the pair may review the ballots for that race to find the error. Pay particular attention to races with a "Vote for not more than THREE" for example. If a voter has only voted for one candidate, the tally sheet must show two blanks. The counting pair can go back through the ballots as many times as necessary to make sure that the tally sheet is correct.

Once ballots are distributed to a pair of election officials, that pair must retain custody of those ballots throughout the counting process until the ballots and tally sheet are given to the Presiding Officer. The Presiding Officer must not accept the ballots and tally sheets from the pair of officials until the Presiding Officer has confirmed that the pair has accounted for all votes, blanks, and spoiled for each race. This is particularly important for counting races that have a Vote for not more than TWO or THREE. The totals will not come out correctly, if all blank. (Vote for only one candidate in a "Vote for not more than THREE" race, must be counted as one vote and two blanks.) If more than one ballot is used at the election, only one type of ballot should be distributed at a time. 17 V.S.A. §2584 Make sure each set of ballots is counted correctly before the Presiding Officer gives the pair of election officials another set of ballots to count. Once the ballots and tally sheet have been accepted by the Presiding Officer and entered onto the summary sheet, the ballots cannot be recounted. So, make sure all the tallies total the number of ballots in the set before giving the ballots and completed tally sheet to the Presiding Officer.

If the counting pair cannot determine or agree upon the voter intent of a marking on a ballot, the pair contacts the Presiding Officer who shall present the ballot marking to all of the election officials present to determine by majority vote the intent of the voter. If the intent cannot be determined, the ballot is spoiled for that race. When the pair has completed a set, they securely bind the ballots they have counted with one copy of the tally sheet. On a separate piece of paper, indicate the number of ballots in the packet and the names of those who counted them, as "100 ballots counted by Mary Smith and John Johnson." 17 V.S.A. §2589 Pairs of election officials continue to count in this manner until the counting is completed. If more than one kind of ballot is used at the election, distribute only one kind at a time. 17 V.S.A. §2584

The Presiding Officer must not accept the ballots and tally sheet from a pair of election officials until she confirms that all the races have counts equal to the number of votes cast, blanks, or spoiled for that race. If the counts don't look correct, the Presiding Officer can give the ballots back to the pair with instructions to find and correct the errors. However, once ballots have been accepted by the Presiding Officer with a tally sheet and entered onto the summary sheet, the ballots cannot be recounted. If the Presiding Officer notices an obvious error BEFORE entering the tallies onto the summary sheet, the Presiding Officer can return the ballots and tally sheets to a pair of election officials with instructions on how to count the votes, blanks, and spoiled correctly so the tallies match the number of ballots.

After the Presiding Officer has accepted the ballots and tally sheets and has begun entering onto the summary sheets, the Presiding Officer can only look for errors in transferring the numbers from the tally sheets to the summary sheets. Do not recount the ballots at this time, even if you think you have a tie. If there is a problem, a recount can be requested.

As the count for each office or question is completed, the Presiding Officer in the presence of another election official transfers the count from each tally sheet to the summary sheet(s), adds and enters the sum of the figures on the summary sheets and the two officials then sign the summary sheets. As each summary is completed for an office, the Presiding Officer publicly announces the results. 17 V.S.A. §2588 See below for final activities after detailed instructions for determining voter intent that applies to both hand count and machine count towns.

Procedures for Accuvote Optic Scan Tabulator Towns -- In towns using vote tabulating machines, after the presiding officer has printed out the tapes from the tabulator, the presiding officer opens the ballot box and removes the ballots in the emergency side bin and gives them to a pair of election officials to be counted and recorded on tally sheets.

The presiding officer then removes the ballots from the write-in bin and gives them to a pair of election officials to have the officials tally write-in votes. The presiding officer then removes the remaining ballots from the larger side of the ballot box and divides them among remaining pairs of election officials to quickly look at the ballots to see if there are any indications of clear voter intent with markings outside of the oval, such as circling a name or checkmarks to the left of the candidate name.

When the pairs have completed the tally for each set of ballots, the tally sheet is given to the Presiding Officer who adds the votes for candidates to the vote counts on the tabulator printouts. Except for ballots removed from the write-in bin where the tabulator has recorded a write-in vote because the voter filled in the oval, each time a vote is added in a race from the emergency bin or the larger side of the ballot box, a "blank" should be removed for that race because the machine did not read an oval, but election officials have determined that voter intent was clearly indicated.

Reminder on Overvotes -- In towns using tabulating machines, the machines have been set to reject any ballot that contains an "overvote" in order to give the voter an opportunity to return that ballot as spoiled and receive a new ballot to vote. An "overvote" occurs when a voter fills in more candidates for a race than the "Vote for not more than" number, i.e., voting for four candidates in a "Vote for not more than THREE" race. When a ballot is ejected from the tabulator, the election official standing near the tabulating machine can look at the display on the front of machine and tell the voter that he or she has marked more candidates than is allowed in a particular race—the machine will display the first race in which an overvote has occurred. If the voter returns the ballot to the election official it is marked spoiled, and the voter is given a new ballot. If the voter is in a hurry, or does not want to correct the overvote, the election official can either place the voted ballot in the emergency bin, or have the presiding officer or assistant open the top tab of the ballot box in front of the tabulator, and press the YES button while having the voter reinsert the ballot. The tabulator will then tabulate all races except those races where an overvote has occurred. This process has been reviewed at trainings by LHS and the Elections Division. If you have questions during the election, you can call Kathy DeWolfe or LHS and we can assist you.

Counting Rules for All Towns -- All of the statutory rules for counting ballots are explained in 17 V.S.A. §2587. The Secretary of State has adopted a rule for “**What Constitutes a Vote**” to carry out the intention of the statute. (Appendix K)

If the voter marks more names than there are persons to be elected to an office, his ballot shall not be counted for that office, but shall be counted for all other properly marked offices. 17 V.S.A. §2587(b) If a candidate receives more than one vote for the same office on any ballot, i.e., the voter fills in the box or oval next to the candidate’s name and then writes in the same candidate, the candidate shall receive one vote only for that office. 17 V.S.A. §2587(c)

If by majority vote of the BCA it is determined that any mark was made on a ballot for the purpose of allowing the ballot to be identified and the vote traced, defeating the secrecy of the ballot, the entire ballot must be marked spoiled. 17 V.S.A. §2587(d)

Vermont law allows the voter to affix a sticker or label bearing a candidate’s name to the ballot for write-in candidates. The act of writing in a name or attaching a sticker or label bearing a candidate's name must be counted as a vote for that candidate, even if there is no "x" in the accompanying box or the oval is not filled in. 17 V.S.A. §2587(e)

In counting for Justices of the Peace, if the number of candidates nominated is the same as Justices to be elected, the Presiding Officer may declare the entire slate of candidates elected without individual tallies, so long as each person on the slate has more votes than the largest number of write-ins for any one write-in candidate. 17 V.S.A. §2587(f)

The following illustrations help explain the rules for determining a **voter's intent**:

Example 1: The voter marked two names for the same office (the instructions say, "Vote for not more than ONE.") Don't count this as a vote. Make a check in the SPOILED column.

Vote for not more than ONE	
Morton Main	[x]
Dee Fault	[x]

Example 2: Here the voter made no marks at all. Make a check in the BLANK column.

Vote for not more than ONE:	
Morton Main	[]
Dee Fault	[]

Example 3: Only one vote can be counted. Add one mark to the BLANK column.

Vote for not more than TWO:	
Morton Main	[]
Dee Fault	[x]

Example 4: Is the voter's intent clear? If in doubt, put it to a vote of the election officials.

Vote for not more than TWO:	
Morton Main	[]
Dee Fault	[]

Example 5: Same here. If the "x" isn't clearly a vote for a candidate, it's SPOILED.

Vote for not more than ONE	
Morton Main	[]
	x
Dee Fault	[]

Example 6: Clearly a SPOILED vote for this office. The intent just isn't clear.

Vote for not more than ONE	
Morton Main	[]
	/
Dee Fault	[]

Example 7: No "x" in the write-in box, but the voter has clearly expressed intent to vote for a candidate by writing in the name of Pam Whist. Count it as a vote for Whist.

Vote for not more than ONE:	
Morton Main	[]
<u>Pam Whist</u> Write-in	[]

Example 8: Clearly a vote for the write-in candidate.

Vote for not more than ONE:	
Morton Main	[]
<u>Pam Whist</u> Write-in	[X]

Example 9: SPOILED. Unless there's a real person by that name, don't count the vote. Madonna's name should be counted, even if she could not serve if elected.

Vote for not more than ONE:	
Morton Main	[]
<u>Bart Simpson</u> Write-in	[X]

Example 10: SPOILED. No write-in candidate is indicated.

Vote for not more than ONE:		
Morton Main	[]	
_____ Write-in	[X]	

Example 11: Close. Might go either way, depending on how the counters or all of the election officials present rule on the attempted erasure.

Vote for not more than ONE		
Morton Main	[X]	
Dee Fault	[]	

Example 12: Close. It may be spoiled; it may be a valid vote depending upon the views of the election officials present.

Vote for not more than ONE		
Morton Main	[/]	
Dee Fault	[X]	

Example 13: SPOILED ballot. Do not count. It shows an obvious attempt to have the ballot identified. Note the reason for the rejection and attach to the ballot.

Vote for not more than ONE		
Morton Main	[]	
Dee Fault	[]	Hi Mom! How is the counting going tonight? Ben

After the counting is completed, and the Presiding Officer has collected all of the packets of ballots with tally sheets and completed the summary sheet, the election officials have completed their tasks and can begin packing up supplies to return to the Town Clerk's office. The Presiding Officer and one election official either complete the Official Return of Vote or put the summary sheets in the Town Clerk's vault and complete the Official Return of Vote the next morning.

Securing and storing ballots, tally sheets and checklists -- The Presiding Officer must place the tally sheets, ballots, a description of any discrepancies between the entrance checklist and the exit checklist or number of ballots counted or votes on the tabulator tape, and the **exit checklist or alternate materials** in one or more ballot bags, tag and seal the bags, write the number of the seals on the Official Return of Votes, and deliver all to the Town Clerk. If your BCA has voted not to use an exit checklist, you must include alternative material that provides a tally of the number of persons checked on the entrance checklist which may include the printed tapes from the tabulator and any other notes you would want the court to see if a recount is requested.

All ballot bags must be sealed and tagged. The tag for each ballot bag must list all of the contents of the bag, the town to which it belongs, the name of the Presiding Officer and the date. The seal numbers should be listed on a separate piece of paper and kept in a secure location, in case a question is raised about tampering with the ballot bags as well as recorded on the Official Return of Vote form (This is for your protection).

The Town Clerk must store the ballot bags for a period of 22 months for all primary and general elections but for only 90 days following local elections. If necessary for safe storage, the Town Clerk may store them in a bank vault or other secure place, provided that no one may have access to them without the Town Clerk's consent. After 90 days, the unused ballots may be disposed of for all elections, but federal law requires that the all voted ballots and the remaining election material must be kept in the ballot bags in a secure location for 22 months following the election. 42 U.S.C. §1974 and 17 V.S.A. §2589(d)

Completing and Filing Official Return of Votes

The **Presiding Officer** and another election official then complete the Official Return of Vote immediately, or store the summary sheets in a safe, secure place until their completion the following morning. No later than 24 hours after the polls close, the Presiding Officer and one other election official must complete the Official Return of Votes and sign it. 17 V.S.A. §2588

The day after the election, and in no circumstances later than 48 hours after the close of the polls, the Town Clerk must make three copies (four if your senatorial clerk and county clerk are different) of the Official Return of Votes, and then deliver in person or use the prepaid overnight delivery envelope to send the original certified copy of the Official Return of Votes (ORV) to the Secretary of State.

You must use this prepaid envelope or hand deliver—Do not send your ORV's to us by only first class mail no matter what your post master tells you about delivery.

Also hand deliver or FAX a copy of the Official Return of Votes to the Senatorial District Clerk, the County Clerk and the Representative District Clerk. 17 V.S.A. §2588

Keep one copy for your files.

Town Clerk prepares and sends certificate of election to Justice of the Peace Candidates (following the General Election only)

The Town Clerk is also responsible for notifying successful candidates for Justice of the Peace of their election, following the General Election. The Clerk must send or deliver a certificate of election signed by the Clerk and one other election official to each candidate elected. The Secretary of State will send you the certificate of election form and the oath of office form to you before the election. The newly elected Justice must take the oath of office and deposit a signed and certified copy of the oath with the Town Clerk before taking office on February 1, 2007. 4 V.S.A. §491 Town Clerks must send the names and addresses of all Justices to the Secretary of State following the election. 17 V.S.A. §2592(i) Please remind newly elected Justices that even if they take the oath of office immediately following the election, the Justice of the Peace term does not start until February 1, 2007 and no official acts can be done before that time. Also, remind the newly elected Justices that although they will become *ex officio* Notaries Public, he or she must file an application to become a notary with the County Clerk before performing any notary duties (there is no fee but the application must be submitted).

Canvassing committees duties immediately following the Primary (See Below for General Election Canvassing committees)

The **Representative District Clerk** and one other election official serve as the Representative District Canvassing Committee. This committee **tallies returns received from the Town Clerks within the Representative District, completes the Canvassing Report to be sent to the Office of the Secretary of State, and issues certificates of nomination for the major party candidates for State Representative.** 17 V.S.A. §2592(d) In single town districts the canvassing committee meets at 10:00 a.m. on Wednesday, September 13 (the day following the Primary). In multi-town Representative Districts the canvassing committee meets at 10:00 a.m. on Friday, September 15. 17 V.S.A. §2368

The **Senatorial District Canvassing Committee is composed of the Senatorial District Clerk** and the chair of the County Committee of each major political party or their designees. 17 V.S.A. §2592(c) We Suggest Clerks contact county committee chairs to remind these officials of their duty to serve on the canvassing committee. If a major party in your district does not have a chair, contact the state party chair to see if he wants to designate a member. If not, the committee meets without representation from that party. The Senatorial District canvassing committee meets on Friday, September 15, at 10:00 a.m. to **tally returns from Town Clerks within the Senatorial District, to complete the canvassing committee report, and to issue certificates of nomination for major party candidates for State Senator.** 17 V.S.A. §2368

The **County Clerk** with the chair of the County Committee of each major political party or their designees comprise the **County Canvassing Committee.** 17 V.S.A. §2592(b) Please remind these officials of their duty to serve on the canvassing committee. If a major party in your district does not have a chair, contact the state party chair to see if he or she wants to designate a member. If not, the committee meets without representation from that party. The County Officers Canvassing Committee meets on Friday, September 15, at 10:00 a.m. to complete the canvassing report, and to issue certificates of nomination for major party candidates for Probate Judge, Assistant Judge, State's Attorney, Sheriff, and High Bailiff. 17 V.S.A. §2368

Special Counting Rules for Primary Election

For all races in the **Primary Election**, the person(s) receiving a plurality (the greatest number) of all the votes cast by the party in the Primary shall be declared the party's candidate(s) for that office and shall be issued a certificate of nomination. 17 V.S.A. §2369 Each canvassing committee must **prepare and sign certificates of nomination for the major party nominees and mail/deliver them to the nominee** and send a copy of the canvassing committee report and the certificates to the Secretary of State. 17 V.S.A. §2371

Tie Votes in Primary -- If two or more candidates of the same party are **tied for statewide or congressional office**, the state committee of the party must give five days notice of a meeting and then shall determine who shall be the party candidate for a statewide office or congressional office. If there is a **tie vote for a county office, for state senator or for a state representative** to the general assembly, a **run-off election** shall be held on Tuesday, September 26, 2006, in the same manner as the primary election. 17 V.S.A. §2369

Write-in Candidates -- If no candidate's name is printed on the ballot for an office for a political party, a **write-in candidate** for that office and party must receive at least one-half of the number of votes needed to submit a Petition for the Primary in order to be declared a **Primary winner.** This means at least 25 votes for State Representative, 50 votes for State Senate, and 250 votes for the congressional and statewide offices must be received by a write-in candidate, as well as the highest number of votes, in order to be the Primary winner. If another candidate's name was printed on the ballot for that office and party, a write-in candidate may qualify as a winner of the Primary if he receives a greater number of votes than all other candidate(s). 17 V.S.A. §2370

The statewide canvassing committee comprised of the Secretary of State and the chair of each major party or designee meets at 10:00 a.m. on September 19, 2006 to certify the statewide race nominees of each major party and prepare and distribute certificates of nomination.

Canvassing for the General Election

The committee membership is the same for the Primary and the General Election for the Representative District, Senatorial District and County canvassing committees. For the General Election, all canvassing committees meet at 10:00 a.m. on Tuesday, November 14, 2006. 17 V.S.A. §2592(a) to (g) Each Representative, County, and Senatorial Canvassing Committee shall tally the returns from its district, complete the canvassing report, declare the person receiving the largest number of votes for each office to be elected, and issue a certificate of election signed by a majority of the committee. 17 V.S.A. §2592(h)

The statewide canvassing committee approves the results of statewide office elections and prepares its report to submit to the General Assembly for Governor, Lieutenant Governor, Treasurer, Secretary of State, and Auditor of Accounts. The prepared certificates shall be presented to the official canvassing committee appointed by the General Assembly. Vermont Constitution, Chapter II, § 47

In the case of a tie vote in the General Election, the canvassing committee shall immediately petition the Superior Court for a recount. 17 V.S.A. §2592(l) The recount for a tie vote shall be conducted by the procedures set out in detail in 17 V.S.A. §2602a.

Representative District committees are required to send a copy of each Certificate of Election to the Secretary of State. 17 V.S.A. §2592(h)

Each Senate winner must provide a copy of his Certificate of Election to David Gibson, Secretary of the Senate.

Each canvassing committee must also send a copy of the canvassing committee report to the Secretary of State who preserves the reports as permanent records. 17 V.S.A. §2592(m)

VIII. Recounts and Contests of Election

In either the **Primary or General Election**, if the difference between a winning candidate and a losing candidate is less than five percent of the total votes cast for all the candidates for the office, divided by the number of persons to be elected, the losing candidate has the right to request a recount.

17 V.S.A. §2601 The process to petition for a recount is in 17 V.S.A. §2602 and the detailed procedures for the county clerk to follow for the recount are in 17 V.S.A. §2602.

Any legal voter entitled to vote for a candidate for an office may also contest an election by filing a complaint with the Superior Court. See 17 V.S.A. §2603 for criteria and procedures.

Candidates for State Representative, an elected town officer in the Representative District, or 25 voters of the District may request that the House of Representatives exercise its constitutional authority to judge the elections and qualifications of its own members by filing a written request with the Secretary of State within statutory time frames. 17 V.S.A. §2605.

A candidate for State Senate or 100 voters of the District may similarly request the Vermont Senate to exercise its right to judge the elections and qualifications of its members, within the time frames and by the process set out in 17 V.S.A. §2606.