

2011-2012 ELECTIONS CALENDAR

DECEMBER 2010

December 31, 2010 (Friday)

Last day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (60 days before town meeting). 17 V.S.A. §§ 2641(a), 2645(a)(3) and (6)

JANUARY 2011

January 20 (Thursday)

First day town clerks may post warnings for town meeting (40 days before the meeting). 17 V.S.A. §2641(a)

Last day for receipt of petitioned articles to be added to the town meeting warning. (Petition must have been signed by five percent of the legal voters of the municipality.)
17 V.S.A. § 2642(a)

Last day for board of civil authority to designate polling places and, if necessary, divide the checklist according to geographic boundaries. 17 V.S.A. § 2501(a)

January 21 (Friday)

Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on town meeting day (10 days before first public hearing). 17 V.S.A. § 2645(a)(2)

January 24 (Monday)

In Australian ballot towns, nominating petitions for town offices must be filed with the municipal clerk no later than 5:00 p.m. (sixth Monday before the election). A nominating petition must be signed by 30 voters or one percent of the legal voters, whichever is less.
17 V.S.A. § 2681(a) and (b)

January 25 (Tuesday)

In Australian ballot towns, town clerks receiving petitions for candidates running for municipal office must return any defective petitions to the candidate (within 24 hours of receipt).
17 V.S.A. § 2681(e)

January 26 (Wednesday)

In Australian ballot towns, a candidate may withdraw by notifying the municipal clerk in writing no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(d)

In Australian ballot towns, supplementary petitions for municipal candidates whose original petitions were defective must be filed no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(e)

In Australian ballot towns, candidates for municipal office must file a consent of candidate form with the municipal clerk by 5:00 p.m. (Wednesday after the filing deadline).
17 V.S.A. § 2681(a)

January 30 (Sunday)

This is the last day that the warning and notice for town meeting may be posted (30 days before the election). 17 V.S.A. §§ 2521(a) and 2641(a)

Checklist must be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with population over 5,000. In towns with a population of less than 5,000, the checklist must only be posted in one place in addition to the clerk's office.
17 V.S.A. §§ 2141, 2521(a)

Last day to hold first public hearing on charter amendments if article is to be voted at town meeting. First public hearing shall be at least 30 days before the meeting.
17 V.S.A. §2645(a)(3)

January 31 (Monday)

Last day for U.S. Congressional candidates to file FEC non-election year year-end report. (July 1-Dec. 31). 2 U.S.C. § 434(a)(2)(B)

FEBRUARY 2011

February 9 (Wednesday)

In Australian ballot towns, ballots for local officers and local public questions shall be prepared by the town clerk and available not later than 20 days before the election.
17 V.S.A. § 2681a(a)

First day for legislative body to post warning for public informational hearing (to be held on or after 2/19/11) on any public question to be voted by Australian ballot at town meeting.
17 V.S.A. § 2680(g)

February 19 (Saturday)

First day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting (the hearing shall be held within the 10 days preceding the town meeting). 17 V.S.A. § 2680(g)

Last day to post sample ballots (for the municipal election) in the same places as the warning, notice, and checklist (not less than 10 days prior to town meeting). 17 V.S.A. § 2522(a)

Selectboard must mail or otherwise distribute town meeting warning in annual town report by this date to avoid publishing warning in newspaper (at least 10 days before town meeting).
17 V.S.A. §2641(b)

Last day for legislative body to post warning for public informational hearing (to be held on or before 2/28/11) on public question to be voted by Australian ballot at a town meeting.
17 V.S.A. §2680(g)

Voting machines must be tested using official ballots that are clearly marked “test ballots” (at least 10 days before the election). 17 V.S.A. § 2493(b)

February 21 (Monday)

During the eight days preceding election day, and on election day, the clerk shall divide the list of ill and physically disabled early or absentee voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. § 2538(b)

February 22 (Tuesday)

A local candidate who has made expenditures or accepted contributions of \$500 or more shall file a campaign finance report ten days prior to the election. 17 V.S.A. §§ 2822, 2103(13)

February 23 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist to vote at town meeting. Town clerks' offices must be open from 3:00 p.m. to 5:00 p.m. to accept applications. 17 V.S.A. § 2144(a)

Last day, until 5:00 p.m., for people who are not eligible to register by this date but who will be eligible by election day to file a written notice of intent to apply with the town clerk and to request an early or absentee ballot. 17 V.S.A. § 2144(b) and (c)

Last day to receive a request for an application for addition to the checklist accompanying an early or absentee ballot request (by 5:00 p.m.). 17 V.S.A. § 2532(b) and (c)

February 24 (Thursday)

Town meeting warning must be published in newspaper by this date if warning has not been published in the Town Report or otherwise distributed (five days before the meeting). 17 V.S.A. § 2641(b)

Last day for town clerk to forward to the board of civil authority a list of voters added to the checklist (at least five days before town meeting). 17 V.S.A. § 2144b(d)

February 26 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring a political balance in each pair, to deliver early or absentee ballots to ill and physically disabled voters (not later than three days prior to the election). 17 V.S.A. § 2538(a)

February 28 (Monday)

Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day. 17 V.S.A. § 2531(a). Clerks must make a list of all early or absentee voters available upon request at their office. 17 V.S.A. § 2534

Board of civil authority must appoint a presiding officer if the town clerk or other regular presiding officer is unable to preside at the Australian ballot portion of town meeting or if more than one polling place is used. 17 V.S.A § 2452

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a)

The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day. 17 V.S.A. § 2523(b)

Prior to the day of the election, the board of civil authority must appoint assistant election officers for town meeting. 17 V.S.A. § 2454

Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting. 17 V.S.A. § 2680(g)

MARCH 2011

March 1 (Tuesday) TOWN MEETING

A meeting of the legal voters of each town shall be held annually on the first Tuesday in March unless the town charter changes the date or the voters have voted to begin on one of the three days preceding the Tuesday. 17 V.S.A. §§ 2640(a) and (b), 2631

Clerks must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. § 2534

March 8 (Tuesday)

Last day for selectboard or town clerk to warn a run-off election if there was a tie vote for any Australian ballot race at town meeting (within seven days after election). 17 V.S.A. § 2682(e)

March 11 (Friday)

Last day for a losing candidate for local office in a municipality using the Australian ballot system of voting to request a recount (within 10 days after the election). 17 V.S.A. § 2683(a)

Deadline for a voter to file a request for a recount with the town clerk of any issue voted by Australian ballot (within 10 days after the election). 17 V.S.A. § 2688

Last day for a local candidate who has made expenditures or accepted contributions of \$500 or more to file a campaign finance report with the town clerk. 17 V.S.A. § 2822

Last day for town clerk to certify to the secretary of state each proposal of (charter) amendment showing the facts as to its origin and the procedure followed. 17 V.S.A. §2645(b)

March 16 (Wednesday)

Last day that a legal voter may contest the local election results from the town meeting (within 15 days after the election). 17 V.S.A. § 2603(c)

March 17 (Thursday)

First day a run-off election may be held (15 days after the warning of the run-off election). 17 V.S.A. § 2682(e)

March 30 (Wednesday)

Last day a run-off election may be held (22 days after warning; warning within seven days after election). 17 V.S.A. § 2682(e)

March 31 (Thursday)

Last day for voters to file petitions with town clerk for reconsideration or rescission of articles voted on at town meeting (within 30 days of the meeting). 17 V.S.A. § 2661(b)

APRIL 2011

April 15 (Friday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the April quarter (Jan. 1-Mar. 30). 2 U.S.C. § 434(a)(2)(B)

MAY 2011

May 30 (Monday)

In towns using Australian ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as otherwise provided by law (90 days after town meeting election). 17 V.S.A. § 2590(d)

JULY 2011

July 15 (Friday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the July quarter (Apr. 1-Jun. 30). 2 U.S.C. § 434(a)(2)(B)

July 15 (Friday)

Candidates for statewide office and general assembly who have made expenditures or received contributions totaling over \$500 must file a campaign finance disclosure report. 17 V.S.A. § 2811(d)

AUGUST 2011

August 26 (Friday)

TBD (Date dependent on caucus date, which is set by state chairman)

First day for the chairman of a state committee of a political party to mail a notice of the date and purpose of the reorganizational caucuses to each town clerk and to each town chairman of the party. 17 V.S.A. § 2302 (14 days before date set for caucus which is set for a date between September 10 and September 30.)

SEPTEMBER 2011

September 10 (Saturday)

First day for members of political party to meet in caucus in their respective towns.
17 V.S.A. § 2302

September 15 (Thursday)

By September 15 of each odd-numbered year the board of civil authority shall review the most recent checklist name by name and consider, for each person whose name appears on the checklist, whether that person is still qualified to vote. 17 V.S.A. §2150(c)

September 16 (Friday)

(This could change depending on what the date of the caucus is set for.)

Last day for the chairman of a state committee of a political party to mail a notice of the date and purpose of the caucuses to each town clerk and to each town chairman of the party.
17 V.S.A. § 2302

September 20 (Tuesday)

Town clerks must send a letter certifying compliance with 17 V.S.A. §2150 to the secretary of state. 17 V.S.A. §2150(d)(7)

September 30 (Friday)

Last day for members of a political party to meet in caucus in their respective towns.
17 V.S.A. § 2302

Within 72 hours after the caucus, the chairman and secretary of the town committee shall mail to the secretary of state, the chairmen of the state and county committees, and the town clerk a copy of the notice calling the meeting and a certified list of the names and mailing addresses of the officers and members of the town committee and delegates to the county committee. 17 V.S.A. § 2307

OCTOBER 2011

October 17 (Monday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the October quarter (July 1-Sept. 30). 2 U.S.C. § 434(a)(2)(B) and 17 V.S.A. §2103(13)

DECEMBER 2011

December 27 (Tuesday)

First day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (70 days before town meeting). 17 V.S.A. §§ 2641(a), 2645(a)(3) and (6)

2012 ELECTIONS CALENDAR

JANUARY 2012

January 6 (Friday)

Last day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (60 days before town meeting). 17 V.S.A. §§ 2641(a), 2645(a)(3) and (6)

January 9 (Monday)

Presidential primary petitions and consent forms for major party candidates who wish to be on the ballot for a major party presidential primary shall be filed with the secretary of state not later than 5:00 p.m. on the first Monday after the first Tuesday of January, signed by at least 1,000 registered Vermont voters. The petitions must be accompanied by a \$2,000.00 filing fee and a consent of candidate to the printing of his or her name on the ballot. If the petition is accompanied by an affidavit of the candidate that the candidate and the candidate's campaign committee are without sufficient funds to pay the filing fee, the secretary of state shall waive all but \$300.00 of the payment. 17 V.S.A. §§ 2702, 2353, 2354, 2358

January 20 (Friday)

Town clerks will receive presidential primary ballots by this date (not later than 45 days before the election). Clerks should store the ballots, except those used for sample ballots and absentees, in a secure location until the date of the election. 17 V.S.A. §§ 2479

January 26 (Thursday)

First day town clerks may post warnings for the town meeting and the presidential primary election (40 days before the meeting). 17 V.S.A. § 2641(a)

Last day for receipt of petitioned articles to be added to the town meeting warning. (Petition must have been signed by five percent of the legal voters of the municipality.) 17 V.S.A. § 2642(a)

Last day for board of civil authority to designate polling places if necessary, divide the checklist according to geographic boundaries. 17 V.S.A. § 2501(a)

Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on town meeting day (10 days before first public hearing). 17 V.S.A. § 2645(a)(2) and (3)

January 30 (Monday)

In Australian ballot towns, nominating petitions for town offices must be filed with the clerk of the municipality no later than 5:00 p.m. (sixth Monday before the election) A nominating petition must be signed by 30 voters or one percent of the legal voters, whichever is less. 17 V.S.A. § 2681(a) and (b)

January 31 (Tuesday)

Town clerks receive at least five copies of the presidential primary warning and notice for each polling place in the town (at least five days before they must be posted). Blanks should be filled in on each warning by the town clerk, listing the polling place, address and the time polls open in each town. 17 V.S.A. § 2521(b)

In Australian ballot towns, town clerk receiving petitions for candidates running for municipal office must return any defective petitions to the candidate (within 24 hours of receipt). 17 V.S.A. § 2681(e)

Last day for U.S. Congressional candidates to file FEC election year year-end report. (July 1-Dec. 31). 2 U.S.C. § 434(a)(2)

FEBRUARY 2012

February 1 (Wednesday)

In Australian ballot towns, a candidate may withdraw by notifying the municipal clerk in writing no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(d)

In Australian ballot towns, supplementary petitions for municipal candidates whose original petitions were defective must be filed no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(e)

In Australian ballot towns, candidates for municipal office must file a consent of candidate form with the municipal clerk by 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(a)

February 5 (Sunday)

This is the last day that the warning and notice for the presidential primary and town meeting may be posted (30 days before the election). 17 V.S.A. §§ 2521(a) and 2641(a)

Checklist must be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with population over 5,000. In towns with less than 5,000 population, the checklist must only be posted in one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a)

Last day to hold first public hearing on charter amendments if article is to be voted at town meeting. First public hearing shall be at least 30 days before the meeting. 17 V.S.A. § 2645(a)(3)

February 15 (Wednesday)

Last day to post sample ballots (for the presidential primary) in the same places as the warning, notice, and checklist (not later than 20 days prior to town meeting). 17 V.S.A. § 2522(a)

In Australian ballot towns, ballots for local officers and local public questions shall be prepared by the town clerk and available not later than 20 days before the election. 17 V.S.A. § 2681a(a)

First day for legislative body to post warning for public informational hearing (to be held on or after 2/25/12) on any public question to be voted by Australian ballot at town meeting.
17 V.S.A. § 2680(g)

February 24 (Friday)

Last day for legislative body to post warning for public informational hearing (to be held within the ten days preceding the election) on public question to be voted by Australian ballot at a town meeting. 17 V.S.A. § 2680(g)

February 25 (Saturday)

First day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting (hearing shall be held within the ten days preceding the meeting). 17 V.S.A. § 2680(g)

Last day to post sample ballots (for the municipal election) in the same places as the warning, notice, and checklist (not later than 10 days prior to town meeting). 17 V.S.A. § 2522(a)

Selectboard must mail or otherwise distribute town meeting warning in annual town report by this date to avoid publishing warning in newspaper (at least 10 days before town meeting).
17 V.S.A. § 2641(b)

Vote tabulators must be tested using official ballots that are clearly marked “test ballots” (at least 10 days before the election). 17 V.S.A. § 2493(b)

February 27 (Monday)

A local candidate who has made expenditures or accepted contributions of \$500 or more shall file a campaign finance report ten days prior to the election. 17 V.S.A. §§ 2822, 2103(13)

During the eight days preceding election day, and on election day, the clerk shall divide the list of ill and physically disabled early or absentee voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. § 2538(b)

February 29 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist to vote at town meeting. Town clerks' offices must be open from 3:00 p.m. to 5:00 p.m. to accept applications. 17 V.S.A. § 2144(a) Please note that § 42 of the Vermont Constitution has been amended such that every person who will attain the full age of eighteen years by the date of the general election shall be entitled to vote in the primary election.

Last day, until 5:00 p.m., for people who are not eligible to register by this date but who will be eligible by election day to file a written notice of intent to apply with the town clerk and to request an early or absentee ballot. 17 V.S.A. § 2144(b) and (c)

Last day to receive a request for an application for addition to the checklist accompanying an early or absentee ballot request (by 5:00 p.m.). 17 V.S.A. § 2532(b) and (c)

MARCH 2012

March 1 (Thursday)

Town meeting warning must be published in newspaper by this date if town report has not been distributed otherwise (five days before the meeting). 17 V.S.A. § 2641(b)

Last day for town clerk to forward to the board of civil authority a list of voters added to the checklist (at least five days before town meeting). 17 V.S.A. § 2144b(d)

March 3 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring a political balance in each pair, to deliver early or absentee ballots to ill and physically disabled voters (not later than three days prior to the election). 17 V.S.A. § 2538(a)

March 5 (Monday)

Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day.
17 V.S.A. § 2531(a)

Clerks must make a list of all early or absentee voters available upon request at their office. 17 V.S.A. § 2534

Board of civil authority must appoint a presiding officer if the town clerk or other regular presiding officer is unable to preside at the Australian ballot portion of town meeting or if more than one polling place is used. 17 V.S.A § 2452

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a) and (b)

The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day.
17 V.S.A. § 2523(b)

Prior to the day of the election, board of civil authority must appoint assistant election officers for town meeting. 17 V.S.A. § 2454

Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting. 17 V.S.A. § 2680(g)

March 6 (Tuesday)
PRESIDENTIAL PRIMARY
AND
TOWN MEETING

In presidential election years, a presidential primary for each major political party shall be held in all municipalities on the first Tuesday in March. 17 V.S.A. § 2701

A meeting of the legal voters of each town shall be held annually on the first Tuesday in March unless the town charter changes the date or the voters have voted to begin on one of the three days preceding the Tuesday. 17 V.S.A. §§ 2640(a) and (b), 2631

Clerks must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. § 2534

March 8 (Thursday)

In a manner prescribed by the secretary of state and within 48 hours of the close of the polls, the town clerk shall deliver one certified copy of the official return of vote for the presidential primary to the secretary of state. 17 V.S.A. §§ 2588, 2706

**PLEASE OVERNIGHT YOUR OFFICIAL RETURN OF VOTES (ORV) TO THE
OFFICE OF THE SECRETARY OF STATE, 128 State Street, Montpelier, VT 05633-
1101**

March 11 (Sunday)

Last day for candidates whose election resulted in a tie to notify their town clerk, if they so chose, of the withdrawal of their candidacy. 17 V.S.A. § 2682(e)

March 13 (Tuesday)

The canvassing committee for state and national offices shall meet at 10:00 a.m. one week after the day of election to certify results of the presidential primary. The chair of each major political party shall be given a copy of the official certificate of votes for the election. 17 V.S.A. § 2607

Last day for selectboard or town clerk to warn a run-off election if there was a tie vote for any Australian ballot race at town meeting and neither of the tied candidates has chosen to withdraw their candidacy (within seven days after election). 17 V.S.A. § 2682(e)

March 16 (Friday)

Last day for a losing candidate for local office in a municipality using the Australian ballot system of voting to request a recount (within 10 days after the election). 17 V.S.A. § 2683(a)

Deadline for a voter to file a request for a recount with the town clerk of any issue voted by Australian ballot (within 10 days after the election). 17 V.S.A. § 2688

Last day for a local candidate who has made expenditures or accepted contributions of \$500 or more to file a campaign finance report with the town clerk. 17 V.S.A. § 2822

Last day for town clerk to certify to the secretary of state each proposal of (charter) amendment showing the facts as to its origin and the procedure followed. 17 V.S.A. § 2645(b)

March 21 (Wednesday)

Last day that a legal voter may contest the results of the presidential primary or local election results from the town meeting (within 15 days after the election). 17 V.S.A. § 2603(c)

March 22 (Thursday)

First day a run-off election may be held (15 days after the warning of the run-off election). 17 V.S.A. § 2682(e)

APRIL 2012

April 4 (Wednesday)

Last day a run-off election may be held (22 days after warning; warning within seven days after election). 17 V.S.A. § 2682(e)

April 5 (Thursday)

Last day for voters to file petitions for reconsideration or rescission of articles voted on at town meeting (within 30 days of the meeting). 17 V.S.A. § 2661(b)

April 16 (Monday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the April quarter (Jan. 1-Mar. 30). 2 U.S.C. § 434(a)(2), 17 V.S.A. § 2103(13)

MAY 2012

State committee of each major political party holding a national convention to call a party convention, under rules proposed in advance and adopted by the committee, to be held in May or June in a presidential year to elect delegates and alternates to the national convention, according to the rules adopted by each respective major party. 17 V.S.A. § 2715(a)

As a courtesy to your town political party chairs, remind them that they must call a meeting of party members in town to nominate justices of the peace on or before the first Tuesday of August. They will be receiving a mailing from their party with more specific instructions. 17 V.S.A. § 2413(a)

May 14 (Monday)

First day to file primary petitions and consent forms for candidates who wish to be on the ballot for a major party primary and statements of nomination and consent forms from minor party candidates and independent candidates (presidential and statewide) (no sooner than the second Monday in May). 17 V.S.A. §2356, 2361, 2402(d)

JUNE 2012

June 4 (Monday)

In towns using Australian ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as otherwise provided by law (90 days after town meeting election). 17 V.S.A. § 2590(d)

June 14 (Thursday)

Primary petitions and consent forms for candidates who wish to be on the ballot for a major party primary and **statements of nomination and consent forms** from minor party candidates and independent candidates (presidential and statewide) shall be filed not later than 5:00 p.m. on the second Thursday after the first Monday in June preceding the primary election. 17 V.S.A. §§ 2356, 2361, 2402(d)

June 17 (Sunday)

Last day for town and county clerks to notify the secretary of state of the names of all candidates, offices for which they have filed, and whether the petition conforms to statutory requirements (correct number of signatures)(within three days after the last day for filing petitions). 17 V.S.A. § 2359

Last day for clerks to return non-conforming petitions (within 72 hours of receipt of petition) to candidates with written statement why it cannot be accepted and requesting supplemental petitions by June 25 (not later than 10 days after the date for filing petitions). 17 V.S.A. § 2358(a) and (b)

June 25 (Monday)

By 5:00 p.m., supplementary petitions originally rejected by the town or county clerks must be filed with the appropriate filing officer to qualify for the primary (not later than 10 days after the date for filing petitions). The petitions will again be subject to review in the same manner as the original submission. 17 V.S.A. § 2358(a) and (b), 2103(13)

June 27 (Wednesday)

Last day for officials who have received supplementary petitions from candidates to notify the secretary of state with the status of such petition (not later than two days after the last day for filing supplementary petitions). 17 V.S.A. §§ 2359, 2103(13)

JULY 2012

July 14 (Saturday)

Town clerks must receive primary ballots (not later than 45 days before the election). Clerks should store the ballots, except those used for sample ballots and early or absentee ballots, in a secure location until the date of the election. 17 V.S.A. §§ 2479

July 16 (Monday)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state on July 15th and on the 15th of each month thereafter until and including December 15. 17 V.S.A. § 2811(a), 2103(13). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e), 2103(13)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the July quarter (Apr. 1-Jun. 30). 2 U.S.C. § 434(a)(2), 17 V.S.A. § 2103(13)

July 19 (Thursday)

Last day for clerks to request additional ballots for the Primary Election, due to unusual growth of the checklist (at least 40 days before the election). 17 V.S.A. § 2478(d)

Last day for the board of civil authority to divide the checklist and designate polling places with the town or city (at least 40 days before the election). 17 V.S.A. § 2501(a) and (b)

July 24 (Tuesday)

Town clerks receive at least five copies of the warning and notice for each polling place in the town (at least five days before they must be posted). Blanks should be filled in on each warning by the town clerk, listing the polling place, address and the time polls open in each town. 17 V.S.A. § 2521(b)

July 29 (Sunday)

Last day for posting the warning and notice for the primary (30 days before the election). 17 V.S.A. § 2521(a) The checklist must also be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with over 5,000 population. In towns with less than 5,000 population, the checklist must only be posted one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a). In towns that divide their checklist, that portion of the checklist that applies to the district should be posted in each district.

July 31 (Tuesday)

Last day to post notice (in three public places) of party caucus to nominate candidates for justice of the peace (seven days before caucus, which is to be held on or before the first Tuesday in August). 17 V.S.A. § 2413(d)

AUGUST 2012

August 4 (Saturday)

Last day for political parties in towns of population more than 1,000 to publish notice of caucus to nominate candidates for justice of the peace in a newspaper having general circulation in the town. (three days before caucus) 17 V.S.A. § 2413(d)

August 7 (Tuesday)

On or before the first Tuesday in August, upon the call of the town committee, party members in town may meet and nominate candidates for justice of the peace. 17 V.S.A. § 2413. If no caucus is held, the town committee meets and nominates candidates for justice of the peace. 17 V.S.A. § 2381(a)(3)

August 8 (Wednesday)

Last day for town clerks to post sample ballots (for the presidential primary election) in the same places that have previously posted copies of the warning, notice, and checklist (20 days before primary). 17 V.S.A. § 2522(a)

August 15 (Wednesday)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state on July 15th and on the 15th of each month thereafter until and including December 15. 17 V.S.A. § 2811(a). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

August 16 (Thursday)

Last day for U.S. Congressional candidates to file FEC 12-day pre-primary reports (July 1-Aug. 24). 2 U.S.C. § 434(a)(2)(A)(i)

August 18 (Saturday)

Voting machines must be tested using official ballots that are clearly marked "test ballots" (at least 10 days before the election). 17 V.S.A. § 2493(b)

August 20 (Monday)

Candidates for county office to file ten-day pre-primary campaign finance reports with the county clerk with whom nomination papers were filed. If a filing deadline falls on a Saturday, Sunday or legal holiday, then the deadline shall be extended to the next business day. 17 V.S.A. §§ 2821 and 2103(13)

During the eight days immediately preceding and on election day, the clerk shall divide the list of ill and physically disabled early or absentee voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. §§ 2538(b)

August 22 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist to vote in the primary. Clerks' offices must be kept open from 3:00 p.m. to 5:00 p.m. to receive applications. 17 V.S.A. §§ 2144(a) and (b)

Last day for town clerks to receive a simultaneous request for an application for addition to the checklist accompanying an early or absentee ballot request. 17 V.S.A. §§ 2532(b) and (c)

Last day for people who are not eligible to register by this date but who will be by election day to file a written notice of intent to apply with the town clerk and to apply for an early or absentee ballot. 17 V.S.A. §§ 2144(b) and (c)

August 23 (Thursday)

Last day for town clerk to forward to the board of civil authority a list of voters added to the checklist (at least five days before election). 17 V.S.A. § 2144(b) and (d)

August 25 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring political balance, to deliver early or absentee ballots to ill and physically disabled voters. (three days prior to the election.) 17 V.S.A. § 2538(a)

August 27 (Monday)

Voters, family members, authorized persons, or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day. 17 V.S.A. § 2531(a)

Clerks must make a list of early or absentee voters available upon request in their offices. 17 V.S.A. § 2534

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a)

The presiding officer shall also ensure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day. 17 V.S.A. § 2523(b)

Last day for town party committee to warn meeting to nominate justice of the peace candidates in towns that failed to hold a caucus. 17 V.S.A. § 2383.

AUGUST 28 (Tuesday) PRIMARY ELECTION DAY

A primary election shall be held on the fourth Tuesday in August in each even numbered year for the nomination of candidates of major political parties for all offices to be voted for at the succeeding general election, except candidates for president and vice president of the United States, their electors, and justices of the peace. 17 V.S.A. § 2351

Clerks must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. § 2534

PLEASE OVERNIGHT YOUR OFFICIAL RETURN OF VOTES (ORV) to the Office of the Secretary of State, 128 State Street, Montpelier, VT 05633-1101. We must data enter

all results on Friday, Saturday, and Sunday in order to have the Statewide Canvassing Report for 10 a.m. on Tuesday.

August 29 (Wednesday)

Representative district canvassing committees for single town districts meet at 10:00 a.m. to tally returns. 17 V.S.A. § 2368

August 30 (Thursday)

In a manner prescribed by the secretary of state and within 48 hours of the close of the polls, the town clerk shall deliver one certified copy of the official return of vote to the secretary of state, representative district clerk, senatorial district clerk and county clerk. 17 V.S.A. § 2588

August 31 (Friday)

Representative district canvassing committees in multi-town districts, and canvassing committees for state senator and county offices meet at 10:00 a.m. to tally returns. (three days after the election.) 17 V.S.A. § 2368

Last day for canvassing committees in single town districts to prepare and sign certificates of nomination and mail or deliver in person to each candidate nominated a notice of nomination. (within two days after the canvassing meeting) 17 V.S.A. § 2371(a)

Last day for validly nominated candidates to withdraw their names from the ballot by filing a written notice with the town clerk in the case of a justice of the peace, or with the secretary of state in the case of all other offices (third day following the primary). 17 V.S.A. § 2412

Canvassing committee for single member district must also file with the secretary of state a list (the "canvassing report") showing the vote for each candidate of each party for each office. 17 V.S.A. § 2371(a)

Last day for town party chairmen to file statements of nomination for justice of the peace candidates nominated by party caucus or by town party committee with the Town Clerk (not later than 5:00 p.m. on the third day after the primary election). 17 V.S.A. § 2413(a) and (b)

SEPTEMBER 2012

September 2 (Sunday)

In the case of a tie between two candidates of the same party for the same office, last day for the state committee of a party, for a state or congressional office; the senatorial district committee for state senate; the county committee for county office; or the representative district committee for a representative to the general assembly to post notice of a meeting to nominate a candidate from among the tied candidates in the primary election (notice shall be given five days before the meeting, which shall occur no later than 10 days following the primary). 17 V.S.A. § 2369(1)

Last day for canvassing committees in multi-town representative districts and for countywide offices and for state senator to prepare and sign certificates of nomination and mail or deliver in person to each candidate nominated a notice of his or her nomination (two days after the canvassing meeting). 17 V.S.A. §§ 2371(a)

September 3 (Monday)

Labor Day – state holiday. All state offices are closed. 1 V.S.A. § 371

September 4 (Tuesday)

Canvassing committees for statewide and congressional offices meet at 10:00 a.m. to tally returns (one week after the primary) 17 V.S.A. § 2368

September 5 (Wednesday)

Within five days of the date of mailing or personal delivery of a statement of nomination to a candidate for state representative from a single town district, that candidate may request that an error in the candidate's name, residence or party affiliation be corrected or that the candidate's preference as to the candidate's own name be used on the ballot, as well as choosing which party affiliation will be listed if the candidate was nominated by more than one party.

17 V.S.A. §§ 2371(b), 2474

September 7 (Friday)

Last day for a losing candidate to request a recount (within 10 days after the election).

17 V.S.A. § 2602(b)

In the case of a tie between two candidates of the same party for the same office, last day for the state committee of a party, for a state or congressional office; the senatorial district committee for state senate; the county committee for county office; or the representative district committee for a representative to the general assembly to meet to nominate a candidate from among the tied candidates in the primary election (no later than 10 days following the primary).

17 V.S.A. § 2369(1)

Last day for party committees to nominate a candidate due to the death or withdrawal of a candidate after the Primary Election. The party committee has seven days from the date of withdrawal of a candidate. 17 V.S.A. § 2386(b)

Last day that a candidate nominated by more than one political party for the same office may elect the party or parties in which the nominee will be a candidate (second Friday following primary). The nominee shall notify the secretary of state or town clerk, as the case may be, of such choice. 17 V.S.A. § 2474

Last day for persons nominated by any means for the same office by more than one political party to elect the party or parties for which they will be candidates (second Friday following the Primary Election). 17 V.S.A. § 2474(a)

Last day that a candidate for county office (probate judge, assistant judge, state's attorney, sheriff, high bailiff and justice of the peace), state senator, or state representative from a multi-town district may request that an error in the candidate's name, residence or party affiliation be corrected, or that the candidate's preference as to the candidate's own name be used on the ballot (within five days of mailing of certificates). 17 V.S.A. §§ 2371(b)

September 10 (Monday)

In the case of a tie between two candidates of the same party for the same office, last day for the state committee of a party, for a state or congressional office; the senatorial district committee for state senate; the county committee for county office; or the representative district committee for a representative to the general assembly to certify the candidate nomination for the general election to the secretary of state (within 48 hours of the nomination). 17 V.S.A. § 2369(2), 2103(13).

September 12 (Wednesday)

Last day that a legal voter may contest the results of the primary election (within 15 days after the election). 17 V.S.A. § 2603(c)

September 17 (Monday)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state on July 15th and on the 15th of each month thereafter until and including December 15. 17 V.S.A. § 2811(a), 2103(13). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

September 20 (Thursday)

Party chair must certify in writing the names of the presidential and vice presidential candidates selected at the party's national convention (forty-seven days before the general election). 17 V.S.A. § 2716

September 23 (Sunday)

Town clerks will receive general election ballots by this date (not later than 45 days before the election). Clerks should store the ballots, except those used for sample ballots and early or absentees, in a secure location until the date of the election. 17 V.S.A. §§ 2479

September 27 (Thursday)

Last day for clerks to request additional ballots for the general election, due to unusual growth of the checklist. (40 days prior to the election.) 17 V.S.A. § 2478(d)

Last day for the board of civil authority to divide the checklist and designate polling places for the general election. (at least 40 days prior to the election) 17 V.S.A. § 2501(a)

OCTOBER 2012

October 2 (Tuesday)

Town clerks receive at least five copies of the warning and notice for each polling place in the town (at least five days before they must be posted). Blanks should be filled in on each warning by the town clerk, listing the polling place, address and the time polls open in each town. 17 V.S.A. § 2521(b)

October 7 (Sunday)

Last day to post the warning and notice for the general election (30 days before the election). 17 V.S.A. § 2521(a) The checklist must also be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with over 5,000 population. In towns with less than 5,000 population, the checklist must only be posted one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a). In towns that divide their checklist, that portion of the checklist that applies to the district should be posted.

October 15 (Monday)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state on July 15th and on the 15th of each month thereafter until and including December 15. 17 V.S.A. § 2811(a). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the October quarter (Aug. 25-Sept. 30). 2 U.S.C. § 434(a)(2)

October 17 (Wednesday)

Last day for town clerks to post sample ballots (for the general election) in the same places that have previously posted copies of the warning, notice, and checklist. (20 days prior to the election.) 17 V.S.A. §2522(a)

October 25 (Thursday)

Last day for U.S. Congressional candidates to file FEC 12-day pre-general election reports (Oct. 1-Oct. 19). 2 U.S.C. § 434(a)(2)

October 29 (Monday)

Candidates for county office (high bailiff and justice of the peace in 2012) who have raised or expended \$500 or more must file a ten-day pre-general campaign finance report with the county clerk. If a filing deadline falls on a Saturday, Sunday or legal holiday, then the deadline shall be extended to the next business day. 17 V.S.A. §§ 2821(a)(2), 2103(13) Copies of these reports must be forwarded by the county clerk to the secretary of state within five days of receipt. 17 V.S.A. § 2821(c)

During the eight days preceding the election and on election day, the clerk shall divide the list of ill and physically disabled voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. § 2538(b)

October 31 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist in order to vote in the general election. Clerks' offices must be kept open from 3:00 p.m. to 5:00 p.m. to receive applications. 17 V.S.A. § 2144(a)

Last day, until 5:00 p.m., for people who are not eligible to register by this date but who will be by election day to file a written notice of intent to apply with the town clerk. 17 V.S.A. § 2144(b) and (c)

Last day for town clerks to receive a request for an application for addition to the checklist accompanying an early or absentee ballot request. 17 V.S.A. § 2532(b) and (c)

NOVEMBER 2012

November 1 (Thursday)

Last day for town clerk to forward to the board of civil authority a list of voters added to the checklist (at least five days before election). 17 V.S.A. § 2144b(d)

November 3 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring political balance in each pair, to deliver early or absentee ballots to ill and physically disabled voters (not later than three days before the election). 17 V.S.A. § 2538(a)

November 5 (Monday)

Voters, family members, authorized persons, or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office. 17 V.S.A. § 2531(a). Clerks must make a list of early or absentee voters available upon request in their offices. 17 V.S.A. § 2534

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a)

The presiding officer shall also ensure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day. 17 V.S.A. § 2523(b)

November 6 (Tuesday) **GENERAL ELECTION DAY**

All polling places may open no earlier than 5 a.m. and no later than 10 a.m. and must close at 7:00 p.m. 17 V.S.A. § 2561

Clerks must make a copy of all early or absentee voters available at their office and in each polling place as soon as it opens. 17 V.S.A. § 2534

November 8 (Thursday)

In a manner prescribed by the secretary of state and within 48 hours of the close of polls, the town clerk shall deliver one certified copy of the official return of vote to the secretary of state, representative district clerk, senatorial district clerk and county clerk. 17 V.S.A. § 2588

PLEASE OVERNIGHT YOUR OFFICIAL RETURN OF VOTES (ORV) TO THE OFFICE OF THE SECRETARY OF STATE, 128 State Street, Montpelier, VT 05633-1101.

November 13 (Tuesday)

At 10:00 a.m. all canvassing committees (statewide, county, senatorial, and representative) must meet to tally returns. 17 V.S.A. § 2592(g) and (h) The committee shall prepare certificates of election and send or deliver these to the candidates elected, except the statewide committee shall prepare the certificates but not sign them. Each canvassing committee shall also file a canvassing report of its findings with the secretary of state. 17 V.S.A. § 2592(m)

November 15 (Thursday)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state on July 15th and on the 15th of each month thereafter until and including December 15. 17 V.S.A. § 2811(a). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

November 16 (Friday)

Deadline for filing ten-day post election campaign finance reports by candidates for county office (high bailiff and justice of the peace in 2012) who have expended or received \$500.00 or more. Local candidates shall file these reports with the town clerk. 17 V.S.A. § 2822

Last day for a losing candidate to request a recount (within 10 days after the election). 17 V.S.A. § 2602(b)

Last day for statewide and general assembly candidates who have **NOT** made expenditures and received contributions of \$500.00 to file statement with the secretary of state's office that candidate has not made expenditures or received contributions of more than \$500.00. 17 V.S.A. § 2811(g)

November 21 (Wednesday)

Last day that a legal voter may contest the results of the general election (within 15 days after the election). 17 V.S.A. § 2603(c)

DECEMBER 2012

December 6 (Thursday)

Last day for U.S. Congressional candidates to file FEC 30-day post-general reports (Oct. 20-Nov. 28). 2 U.S.C. § 434(a)(2)

December 17 (Monday)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state on July 15th and on the 15th of each month thereafter until and including December 15. 17 V.S.A. § 2811(a), 2103(13). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

Deadline for filing “final report” with the secretary of state by candidates for statewide office, state senator, and state representative who have expended or received \$500.00 or more. Also deadline for filing forty-day post election campaign finance reports by political committees, political parties, and county office candidates who have made expenditures or received contributions of \$500.00 or more. County candidates (high bailiff and justice of the peace in 2012) shall file with the county clerk with whom his or her nomination papers were filed. Copies of these reports must be forwarded by the county clerks to the secretary of state within five days of receipt. 17 V.S.A. §§ 2811, 2821, 2831. Candidates for state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

Electors shall meet at the state house to vote for president and vice president agreeably to the laws of the United States (first Monday after the second Wednesday in December following the general election). 17 V.S.A. § 2732.