



**PRESIDENTIAL PRIMARY
MARCH 4, 2008**

To: All Town Clerks

From: Melanie Hodge, Elections Administrator

Re: IVS Vote-by-Phone Revised Election Day Instructions
Presidential Primary Tally and Summary Sheets and Official Return of Votes
Voter Registration Confirmation to Voters from Town Clerk

Date: February 21, 2008

Please Note: As explained in the 2/19/2008 email, towns that hand count their ballots (paper ballot towns) will NOT be receiving additional ballots. ALL machine towns will be receiving additional ballots due to the expected increase in voter participation. Paper ballot towns can photocopy ballots if needed.

Voter Registration--Clerk must send written confirmation to voter as soon as voter is added to the checklist telling the voter where his or her polling place is located.

It has recently been brought to our attention yet again that some Town Clerks are not sending written notice confirming that registration is completed and telling the voter the location of the polling place to persons who have submitted Applications to the Checklist for voter registration. **THIS MUST BE DONE IN A TIMELY MANNER!!**

The voter application itself contains a space for the town clerk to complete by adding the date the voter was added to the checklist and the location of the polling places. Some large jurisdictions prefer to send a separate letter. Either notification is acceptable—a copy of the form completed by the clerk or a letter, but it must be done. This is not an optional task.

IVS Vote-by-Phone Revised Election Day Instructions

Enclosed with this bulletin is a revised "Election Day Instructions" sheet for your town. **Please note that the election official needs to enter which party ballot the voter requests prior to handing the phone to the voter on election day at the polling location.** Please make sure that you discard the previous instruction sheet that was sent to you.

Flourescent Green Labels

The fluorescent green labels are to be used to tally the number of voters that utilize the Vote-by-Phone system. One of these labels should be placed on the front of your Entrance checklist that is used on election day. You will place a tic mark on this label each time a voter uses the Vote-by-Phone system, and report the total on your ORV. You will also need to make sure that the voter's name is checked on the Entrance checklist.

Presidential Primary Tally and Summary Sheets and Official Return of Votes

The tally and summary sheets are the same for each town but you need to make sure that you received at least one for each of the three parties (Democratic, Liberty Union and Republican). The ORV is town specific and is a one-page form that contains the candidates for all three parties (make sure that the one you received has your town name at the top). If you would like any of these forms to be emailed to you, please send your request to Melanie at mhodge@sec.state.vt.us.

PLEASE FAX (802-828-5171) OR EMAIL (mhodge@sec.state.vt.us) the Official Return of Votes to our office within 48 hours of the election (no later than 7 pm on Thursday, March 6th). The original signed copy of the ORV must then be sent to us by regular U.S. Mail.

If we can help in any way, please give us a call. On Election Day, March 4th, we will cover these phones from 7:00 a.m. until 9:00 p.m.

Office of the VT Secretary of State – Elections Division

Phone: (802) 828-2464 or Toll-Free (800) 439-8683

Fax: (802) 828-5171 On the web: www.sec.state.vt.us

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