



ELECTION BULLETIN

To: Town Clerks

From: Kathy DeWolfe

Date: March 31, 2004

Re: Guide to Polling Place Accessibility
Primary Petitions and Consent Forms
Election Supply Order Reminder
Update on Voting Machines

Department of Justice Guide to Polling Place Accessibility

We have enclosed a copy of a new Guide to Polling Place Accessibility prepared by the U.S. Department of Justice for your use in evaluating your polling place(s) for accessibility. Remember that all polling places in Vermont must be accessible for the September Primary and November General Election. Please use this guide to assist you and the BCA in evaluating your polling place(s). You can download extra copies at <http://www.ada.gov/votingck.htm>. If you find that a polling place is not accessible, you will need to either have the BCA meet and vote to select a different polling place that is accessible or make improvements to the polling place so that it will be accessible by September 2004.

Six towns have applied for Health and Human Services grant funds to make accessibility improvements between now and September. If your town did not apply for a grant, but finds that it needs to make improvements, there will be more grant funds available next year. However, if a polling place is not accessible for September 2004, you will need to have the BCA vote to designate an accessible polling place for the 2004 primary and general elections.

Primary Petitions & Consent Forms for Major Party Candidates

We have enclosed a copy of the Primary Petition and Consent Form that you can copy and give to candidates for the September Major Party Primaries (Democratic, Progressive and Republican). The petition and consent form can also be downloaded from our Election page on the website at <http://www.sec.state.vt.us>.

Statewide candidates must file the petition and consent form with the Office of the Secretary of State in Montpelier, High Bailiff candidates must file with the County Clerk, Senatorial candidates must file with the State Senatorial District Clerk, and candidates for State Representative must file the petition with the Representative District Clerk **between Monday, June 7, 2004, and Monday, July 19, 2004**. Petitions for State Representative must include the correct designation of the district, such as "Chittenden 5-1" (it may also list the name(s) of the towns in the district). Please assist candidates in putting the correct district name on the petition and consent form as this will save time when we prepare ballots.

In May, we will send a memo to all Representative District Clerks and Senatorial District Clerks to review procedures for handling the petitions and consent forms.

Last Call for Election Supply Orders

Many of you have already responded to our previous memos requesting that all Town Clerks order election supplies for the September Primary and the November General Election. Thank you for your help in cutting costs and confusion by ordering all of the supplies that will meet your needs for 2004.

However, we know there are still some clerks who have not yet faxed or mailed your supply order to us. Because we anticipate having to reorder some of our supplies from the printer, we need your help.

If you have not already done so, or if you have discovered that you may need more early voter envelopes or other supplies, **please fax or mail your full orders for all supplies for all 2004 elections to us before Friday, April 23** so that we can meet your elections supply needs. We have enclosed a revised election supply order form for your convenience. Please include your zip code and phone number (required for UPS shipping) which will help streamline the shipping process. We sincerely appreciate your cooperation.

Update of Use of Accuvote Optic Scan Machines

There will be 11 more towns using the Accuvote Optic Scan Machines for the September Primary and November General Election. We will be scheduling 2 training sessions for new users during early June and we will also schedule 2 work sessions for Town Clerks and BCA members who have already used the machines but have additional questions. I will also be sending out a detailed memo to review the procedures for using the machines and looking through the ballots from both sides of the ballot box to find clear expressions of "voter intent" that cannot be read by the scanner.

Although there were some issues with the new ballot box containers during the Presidential Primary, on the whole most clerks have expressed confidence in the new machines. It was discovered during our use of the new ballot boxes that the "prong connection" from the voting machine itself to the ballot box could become disconnected during the election causing the deflector to stop working. LHS is working with the manufacturer so that this issue will be resolved before the September Primary. However, even though ballots may not have been properly distributed to the "write-in" side of the ballot box, the ballots were accurately counted.

LHS will be sending out a memorandum with the time and dates for the training and workshops and I will send a follow-up reminder memo. All clerks are invited to attend another training session if you would like to see another demonstration of the machine as well as the work session for questions.

ENC: DOJ Guide to Polling Place Accessibility
Primary Petition and Consent Form
Election Supply Order Form