



# 2008 Town Meeting Information Sheet

To: All Town Clerks  
 From: Katie Lane-Karnas, Elections Administrator  
 Re: Town Meeting Information Sheet; Adding Voters Who Used the Affirmation  
 Date: March 7, 2008

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**Town Information Sheet:** Enclosed is our annual Town Meeting Information Sheet. The information you provide is compiled in our office and used to create the Guide to Vermont Town and City Clerks publication and to provide information to the public. This year, we are using a newly created database for easier entry and better reports. You'll find the 2008 Information Sheet includes some information about your town already. **Please complete it, crossing out and correcting any information that is not accurate, and fax or mail this form to us by March 31, 2008.** For the towns that meet later, please return this form to us as soon as possible after your meeting.

**Voters Added Using the Affirmation Form on Election Day:** Vermont law authorizes the use of a sworn affidavit to allow a citizen who has submitted a voter registration form through the Department of Motor Vehicles, a voter registration drive, to the town clerk's office, or a social service agency in a timely manner, but whose application has not been received by the town, to add that person to the checklist at the polling place on election day. 17 VSA §2147(a)(4) If you added a voter using this form, you'll want her registration date on the Statewide Checklist to be 3/4/2008, even though you are adding her after that date.

Here's how to do it:

1. Go to the Elections Manager and ensure that you created the 3/4/2008 election.
2. Add the voter as you normally do. Make sure to click the box "This Voter Was Added on Last Election Day."

The screenshot shows a 'Voter Editor' window with the following fields and options:

- Last Updated: / / : : AM
- Last Name: Lane-Karnas
- First Name: Katie
- Middle Name: B.
- Phone: ( ) -
- DOB City, State, Cour
- Place on Mailing List
- This Voter Was Added on Last Election Day
- Mailing Address
- Legal Address

3. The voter's registration date will be set to the date of the last election that you added in Elections Manager. You will now be able to mark participation for this voter!

Office of the VT Secretary of State – Elections Division  
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