



# ELECTIONS BULLETIN

Office of the VT Secretary of State – Elections Division  
(802) 828-2464 FAX: (802) 828-5171  
<http://www.sec.state.vt.us>

## FOR THE SEPTEMBER 14, 2004 PRIMARY ELECTION

To: All Town Clerks  
From: Kathy DeWolfe, Director of Elections  
Melanie Jacobs, Elections Administrator  
David Crossman, Elections Administrator  
Date: July 20, 2004

**THANK YOU, THANK YOU.** We sincerely appreciate the extra effort put forth by all Representative District Clerks in accepting petitions and faxing consent forms to our office quickly.

**Warnings and Notice to Voters Must be Posted not later than Sunday August 15, 2004:** We are sending five (5) warnings and notice to voters for each of the polling locations that you have.

**Primary Ballots will arrive not later than Tuesday, August 17, 2004 (Monday, August 16<sup>th</sup> is a legal holiday):** We expect that most clerks will receive ballots on or before Friday August 13. Please open boxes and check the ballots as soon as possible. Notify us immediately if there are any errors on your ballots. Most towns will receive the entire shipment of ballots at once, but all towns will receive at least 10% of the ballots by August 17th with the remainder to follow shortly. Clerks using machine ballots need to run a test deck of ballots through your machine as soon as you receive your configured card from LHS. Please notify LHS immediately if you have any problems.

**Sample Primary Ballots must be posted not less than 20 days before the primary election in at least 2 public places and in or near the Town Clerk's Office (no later than August 25<sup>th</sup>).** Please make sure that you mark "SAMPLE BALLOT" boldly across the ballot and put a line through the boxes or ovals before posting.

**Voting Machine Town Clerks:** Please email ([mjacobs@sec.state.vt.us](mailto:mjacobs@sec.state.vt.us)) or Fax (828-5171) us immediately if you want tally or summary sheets to be sent to you. After the 2000 and 2002 elections, many clerks in machine towns told us that they did not use these sheets (because the machine has already counted the ballots). **Tally and Summary sheets will not be sent to clerks with voting machines unless you email or fax us that you want these sheets.**

**Paper Ballot Town Clerks will receive Tally and Summary sheets before September 7th.**

**Tuesday, September 7, 2004 is the deadline for applications for addition to the checklist. Labor Day is a legal holiday so the filing deadline moves to Tuesday. Town and City Clerk Offices must be open from 10 a.m. to Noon for Voter Registration.**

Send a notice or form letter to all first-time Vermont voters who submitted applications to the checklist individually by mail, reminding the voter that he or she must provide a copy of proper identification before voting.

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