



# ELECTIONS BULLETIN

**To:** Town and City Clerks  
**From:** Kathleen DeWolfe, Director of Elections  
**Re:** Primary Election Updates – Please read this entire memo  
**Date:** July 26, 2006

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**Thank you all very much for your fine work in processing petitions and consent forms for the Primary Election (4 parties)! We were able to send all camera ready paper ballots and electronic information for Accuvote ballots by Saturday—our fastest ever.**

By the end of **July**, an updated Town Clerk's Guide, five copies Election Procedures 2006 guide, and revised Campaign Finance Guide will arrive in each Town Clerk's Office. Please make additional copies for candidates or election officials as needed.

So what is coming up in **August**:

**Absentee Ballot Envelopes:** All Town Clerks will be receiving absentee envelopes directly from Fleet Corporation. Shipping will begin July 26 and continue until all towns are completed which we expect will be August 2 so all towns should receive the envelopes on or before August 7, 2006.

**Primary Election Ballots:** All Town Clerks must receive your Primary Election ballots not later than end of day on Monday, August 14. Please email or call our office if you have not received your ballots and we will trace them for you.

**IVS Vote-By-Telephone system for persons with disabilities:** All of you should have received a package in June that contained a telephone, headphone, tabletop voting booth and gaffers' tape for use of the IVS Vote-by-Telephone system on Election Day in September and November. If for some reason you have not received this package, please contact our office immediately. We will send you additional instructions & code access #'s for pollworker training in August.

In order for us to set up the IVS system for Election Day, we need to have the telephone number from which voters will be calling from your polling location. As we have said before, please make sure that this phone number will appear on a Caller ID WHEN YOU CALL OUT FROM THIS NUMBER and that it is not a blocked or restricted phone number. You can verify this by connecting the telephone that we sent to you to the phone line at the polling place that you intend to use and calling either your cell phone, or our office, or someone who has Caller ID. Ask the person receiving your call to tell you the number that appears on his or her Caller ID. Please go to the polling place and verify the caller ID# so that we avoid embarrassing moments on Election Day. (The "telephone number" you call to get the polling place phone to ring is OFTEN NOT the number that shows on caller ID when YOU CALL OUT from the polling place. We need the number that shows on caller ID when a pollworker dials our toll free number.)

- Please EITHER email the **caller ID number** for the Polling Place to Melanie or Katie at [mhodge@sec.state.vt.us](mailto:mhodge@sec.state.vt.us) or [klane-karnas@sec.state.vt.us](mailto:klane-karnas@sec.state.vt.us) OR fax it to us at (802) 828-5171 no later than Friday, August 11<sup>th</sup>.

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: <http://www.sec.state.vt.us>

Kathy DeWolfe, Director of Elections and Campaign Finance 828-2304 ([kdewolfe@sec.state.vt.us](mailto:kdewolfe@sec.state.vt.us))

Melanie Hodge, Elections Administrator 828-0175 ([mhodge@sec.state.vt.us](mailto:mhodge@sec.state.vt.us))

David Crossman, Elections Administrator 828-0771 ([dcrossman@sec.state.vt.us](mailto:dcrossman@sec.state.vt.us))

Katie Lane-Karnas, Elections Administrator 828-2464 ([klane-karnas@sec.state.vt.us](mailto:klane-karnas@sec.state.vt.us))

**Voting Booths:** LHS will be delivering voting booths to designated clerk's offices throughout the state starting August 1<sup>st</sup>. Melanie Hodge will contact all clerks by email letting you know where you can pick up your voting booths. Please pick them up as soon as possible after you have been notified. The last batch of voting booths for Washington County clerks will be delivered in either the last week of August or the first week of September. Melanie will again notify you when the booths are ready to be picked up.

**Independent Petitions for the General Election on November 7, 2005 :** Some independent candidates have already started to circulate petitions. ALL independent petitions must all be filed at the Office of the Secretary of State in Montpelier between September 8<sup>th</sup> and September 15<sup>th</sup> (except JPs – who file with their town or city clerk). **Town or City clerks must check & certify signatures BUT CANNOT ACCEPT** independent petitions for filing.

The candidates must bring the petitions to your office for you to verify and certify all signatures on the petition that are on your checklist. You can use our certification form on the petition or you can attach your own certification. Please show the total # of legal voters you are certifying for your town & sign.

**Additional forms and instructions in August**

In mid to late August, all Town and City Clerks will receive copies of your Official Return of Vote form(s)—1 per polling place; Summary Sheets; Tally Sheets; more detailed pollworker instructions for the Vote-By-Telephone system; and the PRIVATE toll free number to be dialed in from polling places on Election Day to Vote-By-Telephone along with the PRIVATE pollworker code and the Ballot Access Code (which is public so voters can Practice and Preview the ballot before the election.)

**Statewide Checklist Updates:** We have had several meetings with the statewide checklist advisory committee and a subcommittee developing the business rules for the absentee module. As previously noted, the absentee module will not be available for the 2006 elections so each clerk will need to track absentee ballot requests and mailings either in NEMRC, in an Excel spreadsheet, on paper, or any other way that you develop to track ballot requests and mailings.

There are two new reports that are going to be made available today. When you click on View/Print Reports you will see an additional listing of “**Daily Activity Log**”. If you select this report, you will receive a very detailed report that will show all data entry that you have made for that day or for a time period. Because of the detail of the report, we suggest that larger towns only use this report for a daily log. A small town that only makes 1 or 2 additions per day could run this detailed log for a one or two week time period.

The other report is the “**Status Change Report**”. This report will print each “status change” made during a time period. This is the report that you can use to show your BCA members who has been added, edited, challenged, or purged to archives within a time period. Currently this is available only as a PDF. We have asked for it to be made available as an Excel file so clerks can sort it. We will let you know if this can be done.

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**Printing your checklist:** If you have not yet successfully printed a checklist either from the statewide checklist, OR from data imported from the statewide checklist to NEMRC, OR by emailing the data from the statewide checklist to yourself in either PDF or Excel file format, PLEASE, PLEASE try to do this between now and mid August. We need to know that each town can print its checklist. If you are not able to print and you want assistance, please email Melanie at [mhodge@sec.state.vt.us](mailto:mhodge@sec.state.vt.us) or our new staff person Katie at [klane-karnas@sec.state.vt.us](mailto:klane-karnas@sec.state.vt.us) before August 11<sup>th</sup>.

**Additional Statewide checklist trainings:** As requested during the spring TOEC workshops, Melanie and Katie had scheduled 3 additional trainings on the statewide checklist in June and have FIVE more refresher and new clerk trainings scheduled in August. You and your assistants can attend as much training as you want. Please email Mel or Katie to let them know which workshop you plan to attend:

Tuesday, August 8 <sup>th</sup>	1:30 – 3 p.m.	Office of Secretary of State, 26 Terrace St, Montpelier
Monday, August 15 <sup>th</sup>	1:00 – 3 p.m.	Lincoln Town Clerk's Office, 72 Quaker Street
Wednesday, August 16 <sup>th</sup>	1:00 – 3 p.m.	Castleton Town Clerk's Office, 556 Main Street
Monday, August 21 <sup>st</sup>	1:30 – 3 p.m.	Williston Town Clerk's Office, 7900 Williston Road
Tuesday, August 22 <sup>nd</sup>	1:30 – 3 p.m.	Chester Town Clerk's Office, 556 Elm Street

**Regional Town Clerk Mentors:** Some clerks have told us that it is difficult to learn how to use the statewide checklist in a group training. Other clerks have been able to read the User Guide and use the statewide checklist without any training from another person. There are many different learning styles.

A number of Town Clerks have volunteered to serve as “mentors” and assist other Town Clerks in learning the statewide checklist. Cathi Feeley, Assistant Town Clerk in Burke has been able to assist a number of clerks having difficulty importing the statewide checklist back into NEMRC. She has also gone to several Town Clerks' offices in her region to give one-on-one assistance. We are aware of other clerks in other regions who are willing to provide this one-on-one assistance to clerks.

If you want one-on-one assistance from a volunteer mentor, please email [mhodge@sec.state.vt.us](mailto:mhodge@sec.state.vt.us).

If you are computer phobic or have special problems trying to use the internet or email, we strongly suggest that you make arrangements for a part time or volunteer Assistant Clerk to assist you with using the statewide checklist. If possible, please have this Assistant Clerk attend when the mentor visits for in-office training.

It is a good idea for every town to have at least two people who know how to use the statewide checklist.

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