



ELECTIONS BULLETIN

Office of the VT Secretary of State – Elections Division

PHONE: (802) 828-2464 FAX: (802) 828-5171

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

To: Town and City Clerks

From: Kathy DeWolfe

**Re: Notice to Provisional Voter Cards & Provisional Ballot Envelopes
Reminders for Justice of the Peace Elections**

How to prepare JP info for machine ballot and paper ballot towns

Date: August 30, 2006

We have enclosed 5 "Notice to Provisional Voters" cards and 5 Provisional ballot envelopes for your use in the Primary Election. **If you provide a provisional ballot to a voter at the Primary Election, you are required by law to give this card to the voter so the voter will be able to call you or our office to find out if his ballot was counted.** As we discussed at our workshops and in 2006 Elections Procedures: In ALMOST ALL situations in Vermont you can use the sworn affidavit, add the person to the checklist, and provide a regular ballot. However, in the unusual event that you need to provide a provisional ballot, you must give the voter a notice card. **IF YOU HAVE QUESTIONS ABOUT WHETHER TO USE A PROVISIONAL BALLOT, CALL ME ON ELECTION DAY.** With our sworn affidavit procedures in place, it should be a rare event to use a provisional envelope.

Please remind your town party chairs to notice a meeting to nominate Justices of the Peace if the party failed to nominate by caucus. We already sent a full election bulletin with all the details. The political parties have also mailed instructions to the town chairs. Other interested persons can petition to be on the ballot as an independent with either 30 signatures or 1% of your checklist, whichever is less.

Ballot Information for Justices of the Peace and Articles for Special Town Meetings

Paper ballot (hand count) towns: The Town Clerk must make all arrangements to have the ballot for the election of Justices of the Peace available by October 10, 2006 (deadline falls on Sunday so we get a few extra days). You also need to prepare your own ballot for any special town meeting articles for your selectboard or school board. **We strongly suggest that you ask at least two folks outside your office to proofread your ballot carefully before printing it.** It is easy to gloss over an error when those of us that are so familiar with the names and party designations do proofreading. Names must be listed in alphabetical order (by last name) and include party designation or independent. There is no need to use a professional printer. You can create your own ballot in Microsoft Word and update it every two years. Make copies for the ballots on colored paper NOT white paper. (A sample ballot is in 2006 Elections Procedures, but your ballot does not have to look exactly like it—it must just be clear to the voters.)

Vote tabulating machine towns: If you want the Elections Division to include your JPs on the November General Election ballots, the Town Clerk must submit the names and party designations of all JP candidates to our office on or before **5 p.m. Monday, September 18, 2006.** **If you also have any special meeting articles to go on the ballot,** please send us the articles in MS Word as an email attachment so we can have the printers cut and paste them onto the ballot. For JPs, type the list of names, first name middle initial or name if any and last name in ALL CAPITAL LETTERS in one field with the party designation in the next field in an Excel file or type in columns in Word and send it as an attachment to mhodge@sec.state.vt.us. We provide the JP names and Articles to the printers electronically to avoid proofreading errors. **Please proofread the information carefully before sending it to us. If there are errors in your information, we will charge your town for any reprinting of ballots that is necessary.**

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

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

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

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