



ELECTIONS BULLETIN

Office of the VT Secretary of State – Elections Division
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<http://www.sec.state.vt.us>

To: All Town Clerks
From: Kathy DeWolfe, Melanie Jacobs, David Crossman,
Re: **JP Ballot Instructions for Machine and Paper Ballot Towns for the General Election and Special Town Meeting Articles for Machine Towns for the General Election**
Date: September 2, 2004

This will clarify instructions for JP Ballots, especially for Accuvote machine towns that want the state to print your JP race on the General Election ballot in November.

All Clerks: Please do not mail your JP caucus papers or candidate list to the Secretary of State. AFTER the General Election, you must send us a list of all elected JPs along with mailing addresses, but we do not need or want the JP caucus papers or paper candidate lists. 17 V.S.A. §2592.

MACHINE TOWNS: JP BALLOT INFORMATION (Towns using Paper Ballots, see next page.)

You can do your own paper ballot and hand count if you want to save money on programming. **However, if you want to have your JP race printed on the General Election Ballot for your town, YOU MUST SEND YOUR LIST OF NAMES TO US AS AN ATTACHMENT TO AN EMAIL IN THE FORMAT SHOW BELOW AS A MS WORD DOCUMENT OR AN EXCEL FILE.** We have a very short time frame and there are now 70 towns using machine ballots. We will provide the names electronically to the printer so that there will be no typographical errors.

Independent petitions for JP, as well as party/caucus nominations, can be filed until **5 p.m. on Friday, September 17, 2004.** Please wait until after 5 p.m., September 17 to send us your information, unless you are CERTAIN that you will not receive any additional independent petitions. We must receive your list by email to mjacobs@sec.state.vt.us not later than Tuesday, September 21, 2004.

FORMAT: Prepare **ONE LIST OF ALL JP CANDIDATES in alphabetical order by last name showing 1st name, middle name or initial, nickname if any in " ", last name, followed by party designation or Independent. TYPE the name in all caps, but the party name with just initial caps.** At the top of the List, put "Town or City of XXXXXXXX," for JP and then "Vote for not more than 15." (Use whatever number of JPs your town will elect 5, 7, etc.) See sample below.

Town of XXXXXXXXXXXX(put your town here)	
<u>FOR JUSTICE OF THE PEACE</u>	
Vote for not more than 15 (Fifteen):	
SALLY ABERCROMBIE	Democrat
HARVEY J. CUMMINGS	Independent
JOHN T. JONES	Republican
ANDREW L. SMITH	Progressive
...And continue alphabetically until you finish your list of names.	

YOU MUST CAREFULLY PROOFREAD THIS LIST for correct spelling of names and party
Kathy DeWolfe, Director of Elections and Campaign Finance, 828-2304 (kdewolfe@sec.state.vt.us)
Melanie Jacobs, Elections Administrator, 828-0175 (mjacobs@sec.state.vt.us)
David Crossman, Elections Administrator, 828-0771 (dcrossman@sec.state.vt.us)

designations. The list you send to us IS EXACTLY WHAT WE SEND ELECTRONICALLY TO THE PRINTER. Please have someone outside your office proof it again for you. **Reprints of general election ballots are expensive (in the range of \$3000) and your town will be billed if we must reprint due to an error on the Justice of the Peace list that we receive from you.**

Please send us the list as a Word or Excel file attached to an email to (mjacobs@sec.state.vt.us), as we can then transmit it to the printers electronically. If you cannot email attachments, save your MS Word document to a disk and find a nearby clerk or friend who will email it to us for you. **WE WILL NOT PUT THE JP RACE ON THE MACHINE BALLOT UNLESS THE LIST IS EMAILED TO MELANIE.**

MACHINE TOWNS: SPECIAL TOWN MEETING ARTICLES FOR NOVEMBER 2, 2004

If your town wants any special town meeting articles on the general election ballot, **we must receive the article(s) in an electronic format that can be given directly to the printer before Tuesday, September 21, at 5 p.m.** To avoid confusion on the ballot, we suggest that you start with “Town of XXXXXXXX, Special Town Meeting.” Then follow with as many articles as you have, i.e., Article 1. Shall the Town..... etc.” See sample on the top of the next page.

Town of Springfield
Special Town Meeting

Article 1. Shall the Town of Springfield vote to raise, appropriate and expend \$100,000 for a new roof on Pond School?

Article 2. Shall the Town ...etc.

JP Ballots for Paper Ballot Towns : In towns using paper ballots, the Town Clerk must arrange to print or have the JP ballot printed. Current Microsoft Word and other software allow the Town Clerk to comply with the requirements for the ballot layout and you can then copy the ballots on your copier to save the Town printing costs.

Wait until after the deadline at 5 p.m. Friday, September 17, 2004 before preparing your ballot or list of candidates for your printer. You may receive Independent petitions in addition to party nominations. Use the “Sample Ballot” in Appendix F of Elections Perspective 2004 as a guide to format for your ballot.

Don’t forget to include “Town of XXXXXXXX,” then Official General Election Ballot, November 2, 2004, then the instructions for voting, then “For Justice of the Peace,” then “Vote for not more than X” and finally your list of candidate names on the left, listed alphabetically (but first name, last name) and the party name or independent.

You must include as many lines for Write-In Candidates as there are JP’s to be elected. (The same number of lines as the number you vote for in your town.)

We strongly suggest that you have your JP ballots (and special town meeting ballots, if you have one warned for November 2nd) ready by October 4, 2004 so that you can include them with the General Election ballots for early absentee voters. (You will receive the General Election ballots not later than October 4, 2004.)