



# ELECTIONS BULLETIN

Office of the VT Secretary of State – Elections Division

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

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

To: **Representative District Clerks**  
From: Kathy DeWolfe, Director of Elections and Campaign Finance  
Melanie Jacobs, Elections Administrator  
David Crossman, Elections Administrator  
RE: **Canvassing Committee Duties following the September 14, 2004 Primary**  
Preparation of Certificates of Nomination and Official Reports  
Date: September 3, 2004

This will provide an outline for new clerks and a quick reminder for experienced clerks. The canvassing committees for tallying the votes for state representatives to the General Assembly are composed of the Representative District Clerk and one additional election official from the district. 17 V.S.A. §2592(d).

The canvassing committee meeting for **a single town district** or for **several districts within one town must be held the day after the election, September 15<sup>th</sup> at 10 a.m.** (17 V.S.A. §2368) When the District is within a single town, the Town or City Clerk plus one other election official from within the Town make up the canvassing committee.

The canvassing committee meeting for **a multi-town district is held on the third day after the election or Friday, September 17<sup>th</sup> at 10 a.m.** (17 V.S.A. §2368) Representative Clerks in multi-town districts should try to make arrangements ahead of time to have a town clerk or an election official from one of the other towns in the district available to serve on the canvassing committee, but if this is not possible, another election official from your own town can serve.

At the canvassing committee meeting, the ceremony is brief. Your committee will tally the votes from the Official Return of Votes sent to you by the town clerks in your Representative District. In a single town district, it will be only your own town's ORV(s) that are tallied. In a multi-town district, you must tally the votes from all towns in your district. **If you have not received copies of the ORV's for the other towns in your district by Thursday afternoon, call the clerk(s) to make sure that the ORV will be delivered to you before 10 a.m. on Friday.**

You can make up a summary sheet in an excel file or on plain paper to add together the totals for each candidate for each party for state representative. If you are in a district represented by one state representative with at least one candidate printed on the ballot, the candidate with the greatest number of votes wins.

If your Representative District has two representatives, then the candidates with the greatest and next to greatest (top two vote-getters) are both winners and your committee will prepare two Certificates of Nomination for each Party for state representative.

If your representative district had no candidates printed on the ballot for state representative for a particular party (and we know this will be the case for most Progressive State Representative races), a write-in candidate must receive at least 25 votes (one-half the number of votes required for the office on a primary petition) in order to win the primary and receive a Certificate of Nomination. (17 V.S.A. §§2370 and 2355)

**If no candidate is on the ballot and no write-in candidate receives at least 25 votes, then that party has not nominated a candidate for state representative in your district.** The party can then follow the law in 17 V.S.A. §§2381–2387 to nominate a candidate by committee officers.

We have only sent you one copy of each form. **Please make multiple copies of each form before you complete the forms.** All of the canvassing information for all three parties will go on the one form. However, you will need three Certificates of Nomination if your district elects one state representative (one certificate for each party), and six Certificates of Nomination if your district elects two state representatives (two certificates for each party).

**Kathy DeWolfe, Director of Elections and Campaign Finance, 828-2304 ([kdewolfe@sec.state.vt.us](mailto:kdewolfe@sec.state.vt.us))**  
**Melanie Jacobs, Elections Administrator, 828-0175 ([mjacobs@sec.state.vt.us](mailto:mjacobs@sec.state.vt.us))**  
**David Crossman, Elections Administrator, 828-0771 ([dcrossman@sec.state.vt.us](mailto:dcrossman@sec.state.vt.us))**



As soon as you have completed your tally of the votes, fill out a copy of the Official Canvassing Committee Report for State Representative. **Fax a copy of the official report of the canvassing committee to the Elections Division immediately after your meeting to (802) 828-5171.**

Then complete a **Certificate of Nomination for each nominee for state representative for each party**, i.e., Republican State Representative(s), Progressive State Representative(s) and Democratic State Representative(s). If your district elects two representatives, then you will do two certificates for each party (the two highest vote getters in each party.)

- Make two copies of the completed Certificate(s) and two copies of the canvassing report. Keep one copy of each for your records.
- Mail the Original of the Official Canvassing Report and a copy of the Certificate(s) of Nomination to the Elections Division, 26 Terrace St., Montpelier, VT 056099-1101.
- The canvassing committee must **mail or deliver in person** the original signed copy of the **Certificate of Nomination** to each candidate nominated by the primary within two days of your meeting.
- If you would like to have electronic copies of any of the forms, please email Melanie at [mjacobs@sec.state.vt.us](mailto:mjacobs@sec.state.vt.us) and she will forward them to you as an email attachment.

If you have any questions, please call feel free to contact our office.

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**Please make extra copies of these forms before you complete the forms!!!**

Official Report of the Canvassing Committee for State Representative  
Certificate of Nomination Form