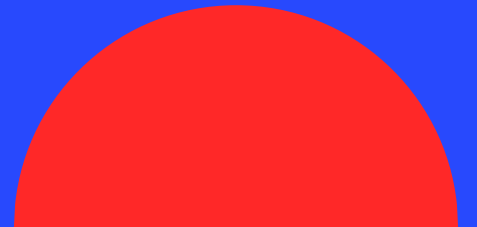
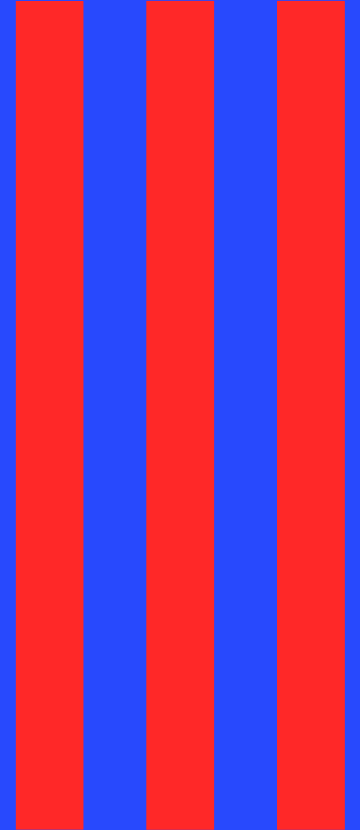


Elections 101

Sara Haskins, Morristown

VMCTA Spring Training 2026



Introductions



Agenda

Key Details

Election Administrator's Roles

Clerk Responsibilities

Pre-Election Duties

Election Day!!

Post-Election Duties

Q&A



Key Details

- Contacts
- Tools/Resources
- NEEOA
- Vermont Voter Portal
- 2026 Election Dates
- Floor Meetings
- Australian Ballot



Contacts



Elections Division	SOS.Elections@vermont.gov	(802) 828-2363	https://sos.vermont.gov/elections/
Democracy Live	Juliet@democracylive.com	(603) 800-6889	https://democracylive.com/
LHS Associates	VT@lhsassociates.com	(888) 547-8683	https://www.lhsassociates.com/
VLCT	info@vlct.org	(802) 229-9111	https://www.vlct.org/about-vlct
VMCTA			http://www.vmcta.org/

Tools/Resources

VT Election Division Emails & Bulletins

Rosie.Casciero@vermont.gov

VT Election Division Website

<https://sos.vermont.gov/elections/>

VT Election Division Calendar

<https://sos.vermont.gov/elections/elections-calendar>

VT Election Division Election Procedures

https://outside.vermont.gov/dept/sos/Elections_Division/town_clerks_local_elections/election_procedure/vermont_election_procedures.pdf

VT Election Division Tabulator Guide

<https://sos.vermont.gov/elections/town-clerks/election-supplies/>

VT Election Laws Title 17

<https://legislature.vermont.gov/statutes/title/17>

VLCT Website

<https://www.vlct.org/about-vlct>

VLCT Clerk Handbook

https://www.vlct.org/login?destination=/handbook/TownClerks%3Fcheck_logged_in%3D1

Local Charter (if applicable)

<https://legislature.vermont.gov/statutes/title/24APPENDIX>

VMCTA Mentors

<https://vmcta.starchapter.com/Mentors>

Vermont Voter Portal

The Vermont Voter Portal is the primary online resource for all unique election information.

When logged in, you can view your:

- Voter registration status
- Absentee ballot requests
- Voter participation history
- Polling place information
- Municipal clerk information
- Elected officials listing
- Sample ballots
- Personalized Voter Guide

VERMONT VOTER PORTAL

Vermont Secretary of State

Secretary Copeland Hanzon

Welcome to the Vermont Voter Portal

YOUR VOTE IS YOUR VOICE

Make your voice heard. Register to vote today!

Enter your information to register or login. When logged in, you can view your:

- Voter registration status
- Absentee ballot requests
- Voter participation history
- Polling place information
- Municipal clerk information
- Elected officials listing
- Sample ballots
- Personalized Voter Guide
- And more!

Register or Login

Please enter your information exactly as it would appear on your voter registration record. If no voter registration record is found, you will be directed to complete a new voter registration.

First Name * Last Name *

Date of Birth * Select Town of Residence *

Note: Please provide either your Vermont ID # OR the last four of your SSN below. If you can't log in with one, try the other.

VT Driver's License #/Permit #/ID * OR

Last 4 Digits of SSN *

Submit Reset

There is no deadline to register to vote in Vermont. To ensure your name appears on the checklist, register online by the Friday before the election. You can also register in person up to, and including, the day of an election.

New England Election Official Association (NEEOA)

A new regional association is forming to bring together local and state election officials from all six New England states.

The goal is to create a relaxed venue where election officials from across the region can collaborate, discuss common issues or trends, share solutions, showcase election work, and generate a unified regional voice when engaging nationally at conferences and convenings.

First Meeting is Wednesday, May 6 at 3:00 PM on Zoom

Questions:

Tracy Borst

tborst@thetfordvt.gov

Sara Haskins

shaskins@morristownvt.gov

Sean Sheehan

sean.sheehan@vermont.gov

Joan Bautista

jbautista@bipartisanpolicy.org

2026 Election Dates



Annual Town Meeting (Traditional Date) – March 3, 2026*
*(your municipality may vote to change this date)



Primary - August 11, 2026



General Election – November 3, 2026

Floor Meetings

- Traditionally used for local annual or special meetings
- Decisions are typically made by voice vote, a paper ballot can be requested
- Discussion of items on the warning is permitted during the meeting
- Candidates are allowed to introduce themselves and quickly state why they are running
- Paper ballots (exhibit 1a)
- Script (exhibit 1b)
- Minutes
- Work with moderator- great VLCT training
- Student involvement



Australian Ballot

If approved by your town, it is used for local annual or special meetings.

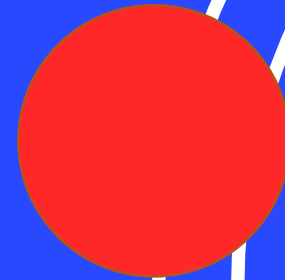
Paper ballot voting in private

Can use a tabulator or hand count the results

Requires informational meeting up to 30 days before.

(law changed in 2025)

Must enter voter participation into VEMS within 60 days after election day.



Election Administrators' Roles

- Municipal Clerk
- Board of Civil Authority (BCA)
- Presiding Officer
- Election Officials
- Representative District Clerks



Municipal Clerk

The Town Clerk is the key player in the preparation for and the administration of elections.

Duties include:

- Maintaining voter information on the statewide checklist
- Posting all required notices and warnings
- Processing absentee ballots
- Serving as the presiding officer at the polling place
- Preparing and submitting election results



Board of Civil Authority (BCA)

Oversees the conduct of elections within the municipality.

Duties:

- Establishing policy
- Making decisions regarding voter registration, challenging & purging voters
- Determining polling places and hours
- Deliver absentee ballots to the ill and disabled
- Serving as the main election officials at the polling place

The BCA is composed of:

- Town Clerk
- Selectboard/Council/Aldermen
- Justices of the Peace
- Others if in local charter



Presiding Officer

The chief election official at each polling place

The **Municipal Clerk** serves as presiding officer unless:

- The town has voted otherwise
- The clerk is unavailable
- There is more than one polling place

If the clerk is unavailable or multiple polling places exist:

- The **BCA** appoints a registered voter as presiding officer

Must attend one Secretary of State election workshop every 2 years (required by law)

The BCA must also appoint an alternate presiding officer



Sample Motion

"I move to appoint [Name] as presiding officer in the event the Town Clerk is unable to preside over the 2026 [Municipality] election."

Election Officials

The Clerk (with BCA approval) may appoint additional registered voters as needed, they must be registered town voters.

Assistant town clerks may serve, even if they are not town residents.

16–17-year-olds may serve as assistant election officials under direct adult supervision

All appointed election officials must be sworn in before performing their duties. [\(exhibit 2\)](#)

Sample Motion: “I move to appoint all (municipality) registered voters designated by the Town Clerk to be election officials for 2026.”



- No person who is a candidate for an office in a contested race whose name is printed on the ballot may serve as an election official for that election EXCEPT if the person is a candidate for:
 - Justice of the Peace
 - Town Clerk
 - Treasurer
 - Moderator
 - As directed in charters
- Immediate family members of candidates can not serve as election officials.

Representative District Clerks

- A **Town Clerk** assigned additional responsibilities for elections of the **150 State Representatives**
- The Town Clerk from the **largest population town in each district** serves in this role

Key Responsibilities

- Accept primary petitions and **Consent of Candidate** forms for major party State Representative candidates
 - *(Independent and minor party candidates file with the Secretary of State)*
- Enter candidate information into **VEMS**
 - Requires valid petitions (50 signatures) **and** a consent form
- **Chair the canvassing committee** after primary and general elections to tabulate district-wide results
- Issue **Certificates of Election** to winning candidates
- Upload signed **canvass reports** (official results) to VEMS

Representative District Clerk Listing:

https://outside.vermont.gov/dept/sos/Elections_Division/election_info_resources/parties/house_senate_districts/2022_house_redistricting



Clerk Responsibilities

- Vermont Election Management System (VEMS)
- Election forms
- Registering Voters
- Challenging Voters
- Purging Voters
- Biennial Purge



Vermont Election Management System (VEMS)

Need a yubi security key to log on

Use this system to:

- Manage the voter checklist
 - Register voters
 - Challenge voter
 - Purge voters
- Create elections
- Maintain town election data
- Track absentee ballots
- Track voter participation
- Election Reporting

The screenshot shows the VEMS dashboard for Morrystown. The sidebar on the left contains a list of navigation items: Reminders, Inquiries, Voter Registration, Absentee Ballots, Town Data, Election Setup, Ballot Setup, Election Results, Messaging, Correspondence, Document Library, Reports, User Profile, and Log out. The main content area is titled 'REMINDERS' and features three expandable sections: 'TOWN SURVEY (3)' with 'UPDATE' buttons for survey updates, 'VOTER REGISTRATION (1)' with a 'REVIEW' button for voter transfers, and 'ABSENTEE BALLOT (2)' with 'REVIEW' buttons for absentee requests. On the right, a 'Voter Statistics' table provides data for Morrystown.

Town	MORRISTOWN
Registered Voters	4349
Verified Voters	3906
Challenged Voters	438
DL/PID Not Verified	0
SSN Not Verified	5
Under 18	5
Oath Not Taken	19
ID/Doc Not Provided	6

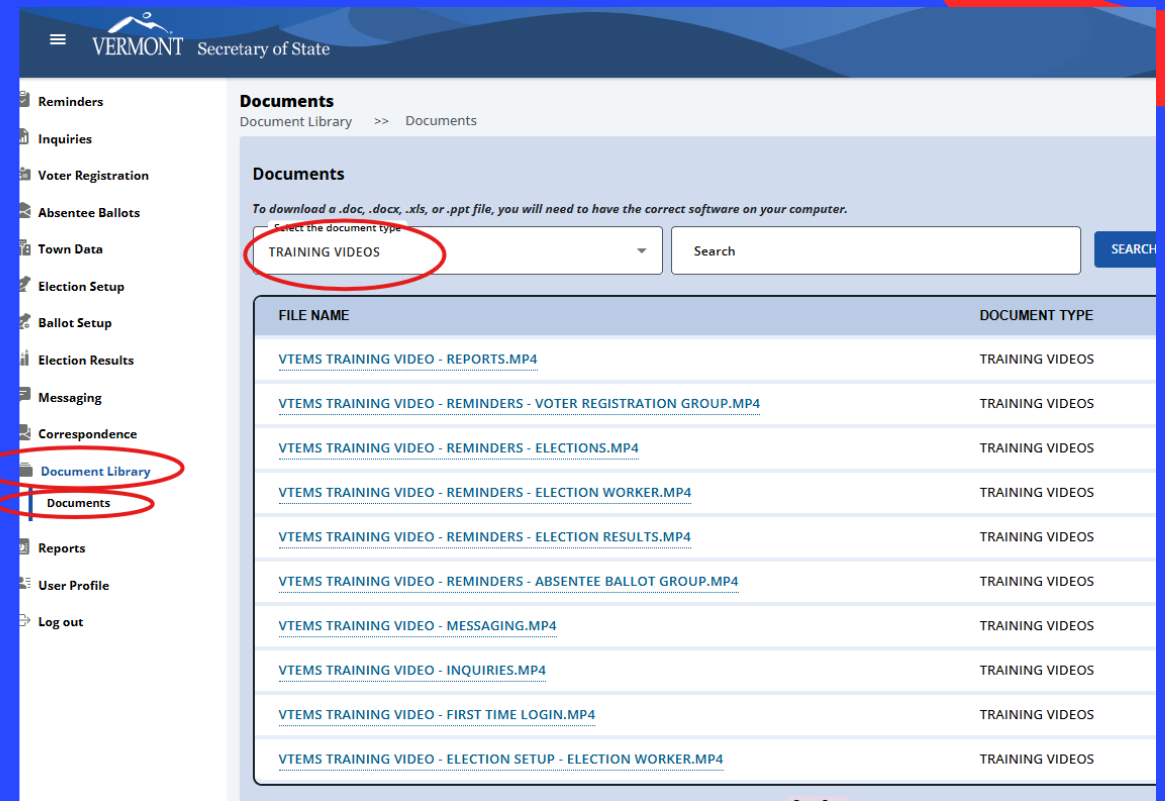
Log onto your dashboard “reminders” daily to check on tasks.

Election Forms

2026 Elections Procedures guide has many forms to use in the appendix.

VEMS Document types:

- Absentee Ballots
- First Time Login
- Form Letters
- Policies & Procedures
- Posters & Signs
- Training Videos
- User Guides



The screenshot shows the VEMS web application interface. On the left is a sidebar menu with items: Reminders, Inquiries, Voter Registration, Absentee Ballots, Town Data, Election Setup, Ballot Setup, Election Results, Messaging, Correspondence, Document Library, Documents, Reports, User Profile, and Log out. The 'Documents' item is circled in red, and an orange arrow points from the 'Training Videos' bullet point in the text to it. The main content area is titled 'Documents' and includes a sub-header 'Document Library >> Documents'. Below this is a message: 'To download a .doc, .docx, .xls, or .ppt file, you will need to have the correct software on your computer.' There is a dropdown menu labeled 'Select the document type' with 'TRAINING VIDEOS' selected and circled in red. To the right of the dropdown is a search bar. Below these elements is a table with two columns: 'FILE NAME' and 'DOCUMENT TYPE'. The table contains ten rows of training videos, all with 'DOCUMENT TYPE' as 'TRAINING VIDEOS'.

FILE NAME	DOCUMENT TYPE
VTEMS TRAINING VIDEO - REPORTS.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - REMINDERS - VOTER REGISTRATION GROUP.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - REMINDERS - ELECTIONS.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - REMINDERS - ELECTION WORKER.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - REMINDERS - ELECTION RESULTS.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - REMINDERS - ABSENTEE BALLOT GROUP.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - MESSAGING.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - INQUIRIES.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - FIRST TIME LOGIN.MP4	TRAINING VIDEOS
VTEMS TRAINING VIDEO - ELECTION SETUP - ELECTION WORKER.MP4	TRAINING VIDEOS

Elections will also hold specific topic trainings for 5 people or more!

Registering Voters

- Paper applications
- Online: [Vermont Voter Portal](#)

Must add names to checklist within 3 days of receiving applications

Vermont allows for election day voter registration.

17 year-olds who will be 18 by the General Election may vote in the Presidential Primary but they CANNOT vote in the *local* elections.

Military (in the U.S. or abroad) or US citizen's living abroad

First time registrants in Vermont must take the voter's oath.

The oath may be self-administered, and individuals must be at least 18 years old.

Vermont Voter Registration Form Use this form to register to vote or update your voter registration in Vermont.

Save time. Register online at [eivr.vermont.gov](#).

Eligibility If you answer "No" to any of these questions, do not complete this form. You are not qualified to vote in Vermont.	1 Are you a citizen of the United States of America? ☐ Yes ☐ No Will you be 18 or older on or before Election Day? ☐ Yes ☐ No Are you a resident of Vermont? ☐ Yes ☐ No
Your name If your name has changed, provide your former name.	2 Last name _____ First name _____ Middle name _____ Former name _____
Voter identification If you do not have a VT Driver's License / Personal I.D. # or a Social Security #, see the instructions.	3 Date of birth (mm/dd/yyyy) _____ VT Driver's License / Personal I.D. (PID) # _____ Place of birth _____ AND OR Last 4 digits of your Social Security # _____ (Only if you do not have a VT DL/PID #) _____
Residential address Provide the address where you currently live.	4 Address (not P.O. Box) _____ City or Town _____ State VT Zip _____
Mailing address Provide the address where you receive mail.	5 ☐ Same as residential address in section 4 Address or P.O. Box _____ City or Town _____ State _____ Zip _____
Already registered? Provide your previous registration address.	6 Address (not P.O. Box) _____ City or Town _____ State _____ Zip _____
Registering in Vermont for the 1st time? If you are registering in Vermont for the 1st time, you must take the Voter's Oath. You may take the oath by reading it to yourself. You must be 18 or older to take the oath.	7 Voter's Oath You solemnly swear or affirm that whenever you give your vote or suffrage, touching any matter that concerns the State of Vermont, you will do so as in your conscience you shall judge will most conduce to the best good of the same, as established by the Constitution, without fear or favor of any person. ☐ By checking this box, I swear or affirm that I have taken the Voter's Oath. Are you mailing this application? If you are registering in Vermont for the 1st time and you are mailing this application to your town clerk, you must submit a photocopy of an acceptable form of ID. See the instructions for more information.
Contact information This is helpful if we have a question. Confidential.	8 Phone _____ Email _____
Signature Required Falsely or fraudulently completing this form is a felony.	9 I hereby swear, or affirm, under penalty of perjury, that I am eligible to vote at the address in section 4 and that the statements that I made on this application are true. Voter, sign and date here (Required) X _____ Date (mm/dd/yyyy) _____

Official use only 2022.02

Who reviewed this application? ☐ Town Clerk ☐ BCA	Was the application accepted and the applicant added to the checklist? ☐ Yes Applicant's polling place ☐ No Reasons for rejection _____	Date entered on checklist _____ Date notification sent to voter _____ Date approved _____
Town Clerk, sign here X		

Challenging Voters

- Voters may not be challenged within 90 days of an election
- Print and send a challenge letter from VEMS; include a return letter or postcard
- Postage-paid return envelope is required

Ways to Challenge:

- Property Transfer Returns
- Returned Mailings
- You may not purge a voter because mail was returned undeliverable – this should prompt a challenge letter
- Official and Unofficial Public Records and Documents
- Newspaper articles, word-of-mouth notification from another town resident, telephone or street directories
- Telephone or door-to-door canvassing
- May be conducted by BCA members to contact voters directly

 **MORRISTOWN**
PO BOX 748
MORRISVILLE, VT 05661

October 26, 2023

Dear [REDACTED]:

The Board of Civil Authority has not been able to determine whether you are still a resident and otherwise eligible to vote in MORRISTOWN. If you continue to reside here, you must complete the enclosed sworn statement of residency including a legal street address or physical description of the place you reside within our municipality and return this form to the clerk. If you do not return the enclosed form, you will be required to sign a sworn affidavit of domicile before you are allowed to vote either at the polling place or before you receive an early absentee ballot.

For the purpose of voting, the Vermont statutes provide the following definition of residency: A "resident" is "a person who is domiciled in the town as evidenced by an intent to maintain a principal dwelling place in the town indefinitely and to return there if temporarily absent, coupled with an act or acts consistent with that intent. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time." 17 V.S.A. §2122(b).

If you no longer reside in MORRISTOWN, please check the appropriate box, sign the form and return it to the clerk so that we can remove your name from the voter checklist. You can also complete your response by going to the My Vote Page (<https://clerk.vermont.gov>). You will login with your first name, last name, town of residence to get your registration, date of birth and VT drivers license number or if you do not have a VT DL, then the last four #'s of your social security number.

If you have established residency in another municipality, you may register to vote by registering online (<https://clerk.vermont.gov>), calling the clerk's office in that municipality to request that a voter registration form be mailed to you or you may visit the clerk's office and apply in person. When you apply for a driver's license or change your address at the Department of Motor Vehicles your information will be sent to the Secretary of State for voter registration purposes unless you opt out by checking a box on the form that says you decline. In addition, voter registration is available through the Department of Social Welfare, the Department of Health (VHC), the Department of Aging & Disabilities and the Department of Mental Health.

Please return the enclosed postage prepaid form to the Clerk at your earliest convenience.

Thank you in advance for your assistance.

April 07, 2025
Date

Signature of Town clerk
SARA HASKINS

000873819
[Barcode]

 **MORRISTOWN** Board of Civil Authority
Challenge Voter Response Form

By checking the box below, I swear (or affirm) the truth of the statement that I have checked:

☐ I am no longer a resident of MORRISTOWN. You can remove my name from the checklist. I will register to vote where I currently reside. You may register to vote by registering online (<https://clerk.vermont.gov>).

☐ I currently live at the address where this letter was sent. I am entitled to be on the voter registration checklist in MORRISTOWN.

☐ I no longer live at the same street address but still reside in MORRISTOWN. Please change my address(es) as below and have my name on the voter registration checklist.

Legal Address Street No. & Name	(This must be an E911 street address OR a physical description of the location of the residence within the MORRISTOWN.)		
Mail Address Street or PO Box	(This is where I want notices to be sent)		
Town	State	Zip	

☐ I am in U.S. Military Service or I reside outside the U.S. and my last residence immediately prior to joining the service or moving overseas was _____

In MORRISTOWN, I am entitled to remain on the checklist until I leave the military service or reside in the United States.

Enter your email address to receive electronic communication: MSJES5217@GMAIL.COM

I swear (or affirm) the above checked statement is true:

Date [REDACTED]

Please fold & return this form in the enclosed postage prepaid envelope to:

MORRISTOWN
PO BOX 748
MORRISVILLE, VT 05661

000873819
[Barcode]

Purging (Removing)

Ways the Town Clerk may purge a voter without BCA approval:

- Death
 - Verified by a death certificate, obituary, public announcement, or a letter from family a member
- Voter returns a response to challenge letter
- Voter registers in another state
- Written authorization from voter
- Response submitted through the Vermont Voter Portal

Vermont Voter Registration Response Card
Please CHECK ONE of the boxes below, PRINT or TYPE any requested information. SIGN the card and MAIL promptly.

☒ I am no longer a resident of MORNSTOWN (if you check this box, you must register to vote where you currently reside.) ☐ I still reside in _____. Please use my address(es) as shown below and leave my name on the voter registration checklist.

Legal Address	STREET NUMBER & NAME		
(Must be an E911 street address OR a physical description of the location of the residence within the TOWN)			
Mail Address (This is where I want notices to be sent)	STREET NUMBER & NAME		
	TOWN	STATE	ZIP

☐ I am in U.S. Military Service or I reside outside the U.S. and my last residence immediately prior to joining the service or moving overseas was in _____. I am entitled to remain on the checklist until I leave the military service or reside in the United States.

Jane Doe PRINTED NAME Jane Doe SIGNATURE 3/31/2026 DATE

Biennial Purge

Certification of Completion of Biennial Purge of the Checklist
17 V.S.A. §2150(c), (d)(7)

The Board of Civil Authority of the Town of Morristown, hereby certifies that we have completed the purging of the checklist as required by 17 V.S.A. §2150. We have reviewed each name on the checklist and have removed (purged) those persons who are no longer qualified to vote in our town in accordance with statutory procedures (challenge letters sent with no response and the passage of two general elections).

We have sent the required written notices (challenge letters) to all persons on the checklist that our most recent review indicates may no longer be qualified to vote in our town. We will keep detailed records of our proceedings as outlined in 17 V.S.A. §2150(d)(7).

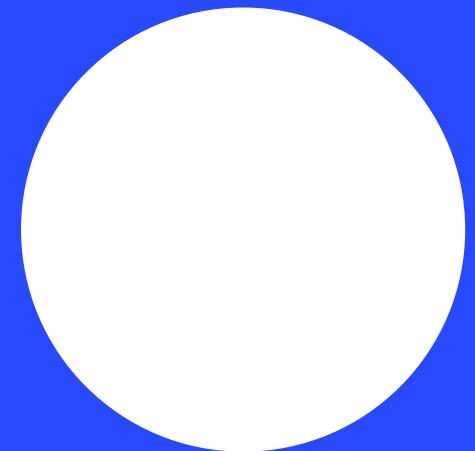
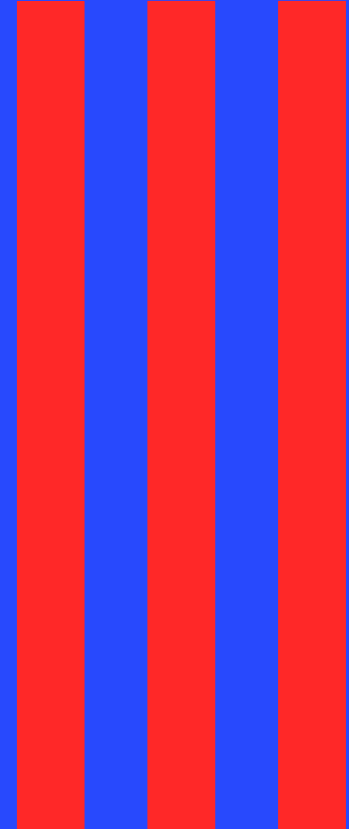
November 2, 2023

Signature of Town Clerk or Chair of the
Board of Civil Authority

Vermont law requires the BCA to review the checklist “name-by-name” and send challenge letters to any voters the board believes may have moved out of town.

You cannot do it within the 90 days preceding an election.

Must be completed by September 15 of each odd numbered year



Pre-Election Day Duties

- Pre-Election Task Checklist
- Timeline
- General Election Candidate Filing Dates 2026
- Local Petitions
- Setting up Elections in VEMS
- Australian Ballots
- Absentee Ballots
- Defective Ballots
- Curing Defective Ballots
- Transferring Ballots
- Tabulators
- Accessibility Machine
- Checklists
- Polling Place Set Up
- Supplies
- Packing List
- Mobile Polling Place



Pre- Election Task Checklist

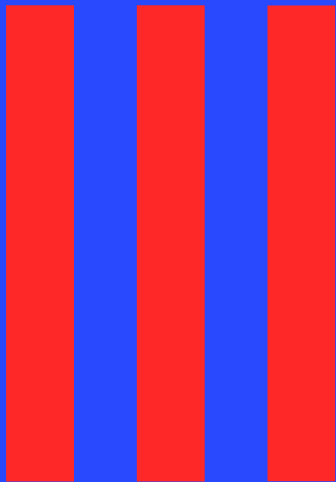
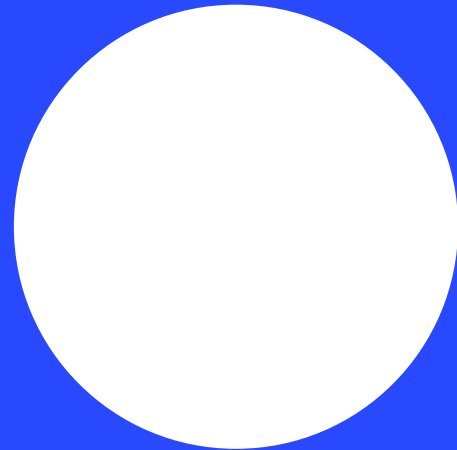
Pre-Election Task Checklist

This checklist includes only the items covered in this section and does not include all possible tasks or responsibilities you, as clerk, may have before each election.

Task	Election	Date(s) Completed
Enter JPs and Articles in VEMS for General Election	General Election	
Assign tasks & shifts for election officials	All	
Train election officials	All	
Post Warning & Checklist	All	
Prepare & post sample ballots	All	
Issue absentee ballots (regular requests & UOCAVA)	All	
Develop/review policy for signs placed before election day	All	
Develop/review policy for pollwatchers	All	
Develop/review policy for conduct of persons outside polling place	All	
Test & prepare vote tabulator (at least 10 days before election)	All	
Test & prepare Accessible Voting System (use in all federal elections)	General, Primary, Presidential Primary elections	
Prepare & deliver materials to polling place(s) (checklists, tally sheets, summary sheets, ORVs)	All	



Timeline



Timeline Village Meeting April 13, 2026			
Day	Date	Description	Completed
January			
		Regularly scheduled Trustees meetings	
		Dedication and begin to gather pictures and information	
		Manager's and Trustees' Report	
		All other reports and photos to be included	
		Consider election of Trustee (Brad term)	
		Work on the warning	
February			
Wednesday	2/18/2026	Trustees review draft budget & warning	
Friday	2/27/2026	All reports due to Village Clerk	
Friday	2/27/2026	Petition Articles Due	
March			
Wednesday	3/4/2026	Trustees finalize and sign the warning.	
Friday	3/6/2026	News & Citizen: availability of town reports publish: March 12	
Wednesday	3/11/2026	Annual report must be at the printers	
Friday	3/13/2026	Post Warning & checklist - 5 places (bonding)	
Friday	3/13/2026	News & Citizen- warning informational mtg: publish March 5 (if have borrowing over 5 years)	
Friday	3/27/2026	News & Citizen: send warning to publish: April 2 & 9 (March 26 only if have borrowing over 5 years)	
April			
Wednesday	4/1/2025	Informational Meeting (only if borrowing over 5 years)	
Friday	4/3/2026	Last day to distribute annual report	
Monday	4/13/2026	Village Annual Meeting Floor Vote at VFW	

Create a timeline of events:

(exhibit 3a)

- Use SOS or VLCT calendars
- Timelines differ for local vs federal
 - Local ballots 20 days prior
 - State/Federal ballots 45 days prior
- BCA sets location 30 days prior and opening times (5 -10 am)
- Posting warnings and checklist 30 days prior
- 3 days before send BCA list of checklist changes
- Set office hours
 - close Monday before?
 - close day after?

Create a timeline of events so you don't miss any statutory deadlines!

General Election Candidate Filing Dates 2026

Justice of the Peace Filing Requirements & Deadlines in 2026

Party	Justice of the Peace
Major Party	Signatures: N/A Nominated by: Party caucus or party committee Filed with: Town clerk Filing deadline: July 27, 5pm
Minor Party	Signatures: N/A Nominated by: Party caucus or party committee Filed with: Town clerk Filing deadline: July 27, 5pm
Independent	Signatures: 30 or 1% of the town checklist, whichever is less File with: Town clerk Filing Period: April 27 – July 20, 5pm

State Representative

Signatures: 50
File with: Representative district clerk
Filing Period: April 27 – May 28, 5pm

Local Petitions

There are no limitations on the number of petitions that a single voter may sign.

Candidates

- Must submit a consent of candidate form
 - Name as want it to be printed on the ballot
 - Town of residence and & mailing address
- Petition with 30 signatures or 1% of registered voters whichever is less.
- Must be turned in no later than 5:00PM on the 6th Monday preceding the election

Articles: Annual Meeting

- Petition containing signatures 5% of registered voters
- Must be turned in no later than 47 days before Town Meeting

Articles: Special Meetings

- Petition containing signatures 5% of registered voters
- May be turned in at anytime
- Special Meeting warned within 60 days

Setting up Elections in VEMS

It is crucial that Elections be created in VEMS before Election Day—otherwise, participation data cannot be entered.

Add/Maintain Elections
Election Setup >> Add/Maintain Elections

Search Criteria
Election Year: 2026

Elections List

ELECTION DATE	ELECTION NAME	TOWN	ELECTION TYPE	CATEGORY	OFFICE / BALLOT QUESTIONS ASSIGNED	ACTIONS
04/13/2026	ANNUAL VILLAGE MEETING	MORRISTOWN	ANNUAL MEETING FLOOR VOTE	LOCAL	YES	⋮
03/03/2026	ANNUAL TOWN MEETING	MORRISTOWN	ANNUAL MEETING AUS BALLOT	LOCAL	YES	⋮
03/03/2026	ANNUAL SCHOOL MEETING	MORRISTOWN	SCHOOL AUS BALLOT	LOCAL	YES	⋮

Items per page: 10 | 1 – 3 of 3 | Go to Page: 1 | Page 1 of 1

ADD NEW ELECTION **RESET** **EXPORT CSV** **EXPORT XLSX**

Add New Election
Election Setup >> Add/Maintain Elections >> Add New Election

Election Election Office Election Districts Review info
Election details Selection election office Choose the election districts Check information

Add New Election
Election Name: ANNUAL TOWN MEETING

Voting Method: ☒ Australian ☐ Floor Vote

Election Date: 03/02/2027

Election Category: ☒ Local

Election Type: ANNUAL MEETING AUS BALLOT Election Template: TOWN

Australian Ballots

State and Federal Elections- ballots provided by the Secretary of state

Local Elections- must be created and/or purchased by the Town

Justice of the Peace- can be added to the back of the General Election ballot

TEST 2023-02-02 16:01:22

BALLOT 1 OF 2

OFFICIAL BALLOT
ANNUAL TOWN MEETING
MORRISTOWN, VERMONT
March 07, 2023

INSTRUCTIONS TO VOTERS

- Use BLACK Pen to fill in the oval. DO NOT USE PENCIL.
- To vote for a person whose name is printed on the ballot, fill in the oval to the right of the name of that person.
- To vote for a person whose name is not printed on the ballot, write his or her name in the blank space provided and fill in the oval to the right of the write-in line.
- Do not vote for more candidates than the "VOTE for NOT MORE THAN #" for an office.
- If you make a mistake, tear, or deface the ballot, return it to an election official and obtain another ballot. DO NOT ERASE.

MODERATOR	LISTER	TRUSTEE OF PUBLIC FUNDS
1 Year Vote for not more than ONE SHAPLEIGH "SHAP" SMITH JR. ☐	3 Year Vote for not more than ONE BRIAN YEATON ☐	3 Year Vote for not more than ONE SARA ALLYN HASKINS ☐
(Write-in) ☐	(Write-in) ☐	(Write-in) ☐
SELECTBOARD MEMBER	SELECTBOARD MEMBER	LIBRARY TRUSTEE
2 Year Vote for not more than ONE BRIAN KELLOGG ☐	3 Year Vote for not more than ONE RICHARD CRAIG ☐	5 Year Vote for not more than TWO (2) JOHNNA COTE ☐
TRAVIS A. SABATASO ☐	LAURA STREETS ☐	RUTH ANN ROGERS ☐
(Write-in) ☐	(Write-in) ☐	(Write-in) ☐
TREASURER	TOWN CLERK	(Write-in) ☐
3 Year Vote for not more than ONE SARA ALLYN HASKINS ☐	3 Year Vote for not more than ONE SARA ALLYN HASKINS ☐	(Write-in) ☐
(Write-in) ☐	(Write-in) ☐	

TOWN ARTICLES

ARTICLE 3: Shall the voters authorize payment of real and personal property taxes in two equal installments, with the due dates being November 15, 2023 and May 15, 2024 by physical delivery to the Town Treasurer before 4:00 pm on that date or delivery to the Municipal Office postmarked on or before that date?

YES ☐

NO ☐

ARTICLE 4: Shall the voters authorize total fund expenditures for operating expenses of \$10,106,209, of which \$8,656,282 shall be raised by taxes and \$1,449,927 by non-tax revenues?

YES ☐

NO ☐

ARTICLE 5: Shall the voters authorize the construction of sidewalks on Jersey Way, any remaining balance should be used for sidewalk operating expenses in an amount not to exceed Two-Hundred Thousand Dollars (\$200,000) to be financed over a period not to exceed five years?

YES ☐

NO ☐

ARTICLE 6: Shall the voters authorize the purchase of an ambulance and power stretcher in an amount not to exceed Three-Hundred Thirty-Five Thousand Dollars (\$335,000) to be financed over a period not to exceed five years?

YES ☐

NO ☐

TURN BALLOT OVER AND CONTINUE VOTING

Absentee Ballots

Any voter, family member, health care provider, or authorized person can request an absentee ballot in Vermont without any reason.

Five ways to vote by absentee ballot

1. Vote In Town Clerk's Office
2. Take From In Town Clerk's Office
3. Mail
4. Electronic or Fax - (overseas, military, ill, injured, disabled or safe at home)
5. Home Delivery – ill or disabled

New in 2026!

Safe at Home address confidentiality program participants may now receive ballots electronically.

The Elections Division processes voter registrations, changes to voter records, and enters absentee ballot requests for Safe at Home voters.

They appear on your checklist as "Voter #XXX Blind Ballot".

Deadlines:

Voter must request absentee ballot no later than 5 p.m. or the closing of the Town Clerk's office on the day before the election.

Military and overseas: 45 days prior
must open office to send out ballots

Local Elections: 20 days prior

Absentee Ballots

What to Include:

- An outer mailing envelope for the voter to use to return the ballot(s)
- An inside certificate envelope for the voted ballot (there are unique certificate envelopes for each election)
- Ballot(s)
- An “unvoted ballot” envelope (August Primary Election only).
- You may include instructions [\(exhibit 3b\)](#)

August Primary:

Provide voters with all major party ballots for the August Primary Election. They then select one to vote and return the other 2 unvoted ballots.

Presidential Primary:

The voter must request which ballot they would like to vote. You then provide only that party's ballot to them.

Election	UOCAVA Mailing Deadline	Early Voting Period	Election Day
Annual Town Meeting*	N/A	2/11 to 3/2	3/3
Primary Election	6/27	6/27 to 8/10	8/11
General Election	9/19	9/19 to 11/2	11/3

Absentee Ballots

BCA may vote to:

- Early processing ballots (30 days before) - 17 V.S.A. § 2546
- Early use of tabulator in Town Clerks office - 17 V.S.A. § 2546a
- Use a secure ballot drop box for the return of voted ballots - 17 V.S.A. § 2543a

Selectboards may vote to:

- Mail all active voters their town ballots - 17 V.S.A. § 2680

School Boards may vote to:

- Mail all active voters their school ballots, after receiving the approval of the legislative body of **each member** town in the district - 17 V.S.A. § 2680

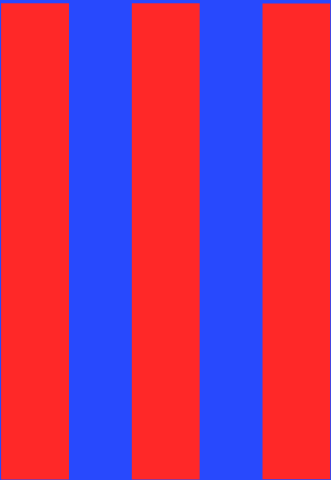
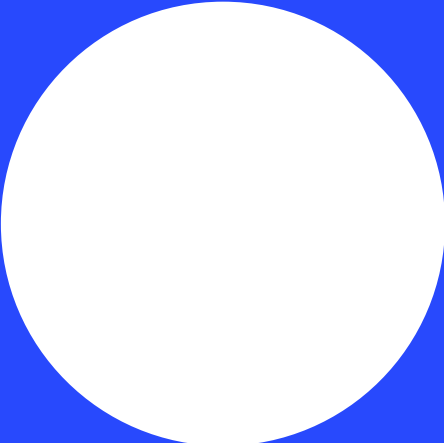
Secretary of State's Office:

- Mails all active voters their general election ballots - 17 V.S.A. § 2537^a



Defective Ballots

Within 3 days of receiving ballot open the mailing envelope and determine whether a ballot return is defective.



If a ballot is defective:

- Mark the ballot as “Defective” in VEMS
- Complete the “Reason for Defective Ballot” form
- Staple the form to the unopened certificate envelope
- Place the packet in a “Defective Ballot” envelope
- Complete the Defective Ballot envelope form

After the polls close, add the number of defective ballots to the total number of ballots counted.

REASON FOR DEFECTIVE BALLOT

	The identity of the voter cannot be determined.
	The voter is not legally qualified to vote
	The voter has voted in person or previously returned a ballot.
	The certificate is not signed
	The voted ballot was not in the certificate envelope
	The Primary voter failed to return the unvoted Primary ballots
	Voter identified themselves on the ballot

Defective Ballot Envelope

Voter Checked Off Checklist

DO NOT COUNT

TALLY	CURED	TOTAL (Tally – Cured = total)	REASON FOR DEFECTIVE BALLOT
			The voter is not legally qualified to vote
			The certificate is not signed
			The voted ballot was not in the certificate envelope
			The Primary voter failed to return the unvoted Primary ballots
			Voter identified themselves on the ballot
			TOTAL DEFECTIVE BALLOTS (Report this number on Line 5 of Part A of your ORV)

TALLY	CURED	TOTAL (Tally – Cured = Total)	REASON FOR DEFECTIVE BALLOT
			The voter has already voted*
			The identity of the voter cannot be determined**

*Do not include in # reported on line 5 of Part A of your ORV – a ballot was cast for these voters and is included in the ballot count)
**Do not include in # reported on line 5 of Part A of your ORV – no voter was checked off the checklist b/c identity unknown)

Each Defective ballot or unopened certificate envelope must:

- ✓ Have an attached note from the presiding officer indicating the reason the ballot was determined defective
- ✓ Be placed with the other defective ballots in this envelope
- ✓ Be returned in this envelope to the town clerk and **placed in the ballot bag**

**These ballots should not be counted. Subtract the total number of Defective ballots, as indicated above, from the number of voters checked off your checklist, and that number should match the total number of ballots counted.

Curing Defective Ballots

Vermont law allows voters the opportunity to correct a ballot if it is deemed defective.

No later than the next business day after the ballot is deemed defective, you must notify the voter of their defective ballot.

You can notify the voter by:

- Mail
- Phone
- Email

There are two categories of defective ballots:

- Ballots that require a signature to be cured
- Ballots that require additional information

The Secretary of State has created two distinct postcards for these categories, each with instructions for how the voter can correct the error.

We received your ballot. Unfortunately, it was missing something.

☐ You did not sign the certificate on the voted ballot envelope.
☐ You did not put your voted ballot inside the voted ballot envelope.
☐ You did not return your unvoted Primary ballots.

**By law, we need your signature to count your ballot.
You have some options to sign.**

Sign online Sign a Voter's declaration online. Go to mvp.vermont.gov. 	OR	Sign this postcard Voter's declaration I declare that, despite the error indicated above, my ballot for this election should be counted. Voter, sign and date here (required) X Date _____ After you sign, open this postcard for instructions on how to return it.
---	------------------	--

Want to correct your original envelope instead?
Want to request a new ballot instead?
Contact your Town Clerk.
Find them at tinyurl.com/vtclerks.

 **For your ballot to count, you must correct it by 7:00 pm on Election Day.**

Transferring Ballots

Unreadable ballots may be transferred onto a new ballot. *(exhibit 4)*

Two election officials of different parties are required

Original ballot:

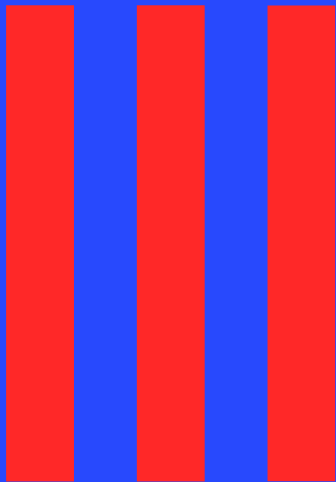
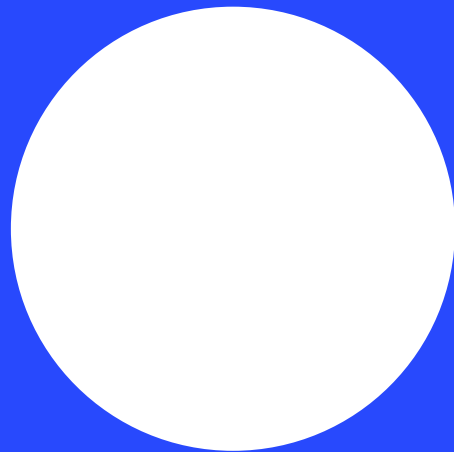
- Attach a signed “Transfer” sticker
- Place in the “Replaced Ballots” envelope

New ballot:

- Process through the tabulator

The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &	The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &	The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &
The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &	The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &	The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &
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The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &	The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &	The voter's markings on this ballot were transferred to a machine readable ballot by: _____ &

Tabulators – LHS Associates



- BCA vote to use 60 days prior
- Must complete the chain of custody
- Must do logic and accuracy test (test deck) 10 days before
- 1,000 voters or more must use for General Election
- BCA may vote to not use an exit checklist

(exhibit 5)

Chain of Custody Log Sheet (Sample Entries)

In/ Out Cards/Machine	Date	Time	Signatures 2 Required	Purpose for Activity or Transfer of Cards or Machine and Seal # Affixed
IN machine & cards	3/7/22	9pm	Tammy Sink Lori Bjornlund	Town Meeting Day voting completed; machine & cards stored in town vault with seal # XXXXX still affixed.
OUT cards only	6/14/22	9am	Tammy Sink Lori Bjornlund	Removed tamper proof seals # XXXX & # XXXX, and removed cards; cards sent to LHS for configuration for Primary Election by UPS signature required Tracking # XXXXXXXX
IN cards only	8/24/22	11am	Will Senning Lelonie Oatway	Cards returned from LHS by Fed Ex Ground Tracking # XXXXXXXXXX; Cards inserted in machine and tamper proof seals # XXXXX & # XXXX affixed.
OUT machine & cards	8/29/22	10am	Lelonie Oatway Will Senning	Machine and cards out of vault to conference room to do ballot deck testing; ballot testing was good so seals # XXXXX & # XXXX remain in place.
In machine & cards	8/29/22	11:45am	Lelonie Oatway Will Senning	Test Deck completed so machine & cards returned to vault until election day with seals # XXXX & # XXXX in place.

Accessibility Machine – Democracy Live

- It is mandatory to set up this machine for every state and federal election
- Anyone can choose to use it
- Testing accessibility machine



Checklists

Can print different ones from VEMS

- Bar codes
- Floor vote columns
- Breakdown by letter

Can download to excel or access to create own

- When having more than one election at a time

During the 30 days prior to any election, the Town Clerk must provide a free copy of the checklist to the chair of each political party in town.

The checklist is a public record and must be made available to other upon request for the actual cost of copying.

The checklist must include the name and address of each voter.

(exhibit 6)

Town of Morristown Checklist- March 5, 2024 Annual Town School Meetings - Presidential Primary													
Registered Voter				Town		School		Presidential Primary					
Help	Last Name	First Name	Mo. Ind YOB	Address	Town	Abt.	School	Abt.	Dem	Rep	Lib	Ind	Abt.
	ABENE	DARCE	R.J.	1978 1238 ELMORE MOUNTAIN RD	T	SS	S	SS	D				SS
	ABENE	LETH	K.	1977 1238 ELMORE MOUNTAIN RD	T	SS	S	SS	D				SS
	ABDEL MAWWOOD	MOTHA	ADHM	2002 127 RIDGE ST. 7	T	SS	S	SS	D				SS
	ABSLA	JESSICA	LEIGH	1987 1317 LOWER ELMORE MOUNTAIN RD	T		S		D				SS
	ABSLA	JOHN		1968 1317 LOWER ELMORE MOUNTAIN RD	T	SS	S	SS	D				SS
	ACHLEY	COLE	A.	1986 69 FIRST ST	T	SS	S	SS	D				SS
	ADAMCHICK	ERIC	M	1985 567 RIVER RIDGE RD	T	SS	S	SS	D				SS
	ADAMS	ANABELLA	MAH	2002 79 COLUMBIA BLVD. 13	T	SS	S	SS	D				SS
	ADAMS	ADON	GRIM	1946 99 PARK ST. 5	T	SS	S	SS	D				SS
	ADAMS	BROOKE	L	1993 53 LOWER MAIN ST. 306	T	SS	S	SS	D				SS
	ADAMS	CARIE	F	1993 75 GRAY FARM RD	T	SS	S	SS	D				SS
	ADAMS	DERORAH	C	1954 40 ADAMS WAY	T		S		D				SS
	ADAMS	DIER	A	1961 99 PARK ST	T		S		D				SS
	ADAMS	SHARLA	C	1964 66 UPPER MAIN ST. 6	T		S		D				SS
	ADAMS-MCKINIGHT	ANDREA		1952 351 VESLARG RD. 4	T		S		D				SS
	ADAMS	TAYLOR		1990 1023 STAGECOACH RD	T		S		D				SS
	ADAMS	ROBIN	C	1993 9060 LAPORTE RD. 3	T		S		D				SS
	ADALA	ARIEL	D	1991 67 SHOLAN RD	T	SS	S	SS	D				SS
	ADALA	MICHAEL	TODD	1976 87 SHOLAN RD	T	SS	S	SS	D				SS
	ALANIZ	ROBY		1997 355 CONGRESS ST. 8	T		S		D				SS
	ALCON	LLOYD	S	1956 137 PARK ST. 48	T	SS	S	SS	D				SS
	ALEXANDER	LEVI		1990 1148 ELMORE RD	T	SS	S	SS	D				SS
	ALEXANDER	GABRIEL	J.	1950 579 WASHINGTON HWY. 304	T	SS	S	SS	D				SS
	ALEXANDER	DANIEL	E	1945 579 WASHINGTON HWY. 304	T		S		D				SS
	ALEXANDER	ELIZABETH	A	1983 130 JERSEY HTS	T		S		D				SS
	ALEXANDER	FLORENCE	V.	1933 98 BROOKLYN HTS. 1	T		S		D				SS
	ALEXANDER	MICHAEL	G.	1950 130 JERSEY HTS	T		S		D				SS
	ALEXANDER	TERRY	A.	1953 130 JERSEY HTS	T		S		D				SS
	ALLAIRE	BRENT	D.	1939 380 GOLF COURSE RD	T	SS	S	SS	D				SS
	ALLAIRE	SHANNE	J.	1963 275 WHITE BIRCH RD	T		S		D				SS
	ALLAIRE	EDWIN	B.	1953 17 DEMARS RD	T	SS	S	SS	D				SS
	ALLAIRE	ISAAC	S	1995 18 DEAR RUN AVE	T	SS	S	SS	D				SS
	ALLAIRE	JOHN	R.	1933 179 WASHINGTON HWY. 302	T		S		D				SS
	ALLAIRE	MURT	T	1957 275 WHITE BIRCH RD	T		S		D				SS
	ALLEN	ADAM	T	1992 111 CALAMOUNT ST	T		S		D				SS
	ALLEN	BERNARD	R.	1959 1265 COLUMBIA RD	T	SS	S	SS	D				SS
	ALLEN	BEVERLY	J.	1956 82 WINTER ST	T	SS	S	SS	D				SS
	ALLEN	BRADLEY	A.	1964 1545 RANDOLPH RD	T	SS	S	SS	D				SS
	ALLEN	CHARLES	M.	1940 53 LOWER MAIN ST. 204	T	SS	S	SS	D				SS
	ALLEN	DALLIE	J.	1945 485 MARBLE ST	T		S		D				SS
	ALLEN	DAVID	C.	1955 10 PLANE VIEW RD	T	SS	S	SS	D				SS

H: Send to help desk

✓ already voted

SS: ballot issued

Town School Dem Rep

Polling Place Set Up

- Accessible access
- Hang signs directing traffic
- Hang policies
- Designated handicap parking spot
- Do night before
- Get BCA or staff help



Supplies



- Envelopes
 - Local need to purchase
 - State & federal provided by SOS
- Stickers & lollipops
- Ballot bags
- Name tags
- Erasable pens
- Signs
- Buttons - BCA workers
- Selfie stand
- Email Dan Brown for SOS supplies
Dan.Brown@vermont.gov

STATE YOUR NAME

Even if you think
we know your name,
it's a long day
and we just can't
remember everyone's name.

Packing List

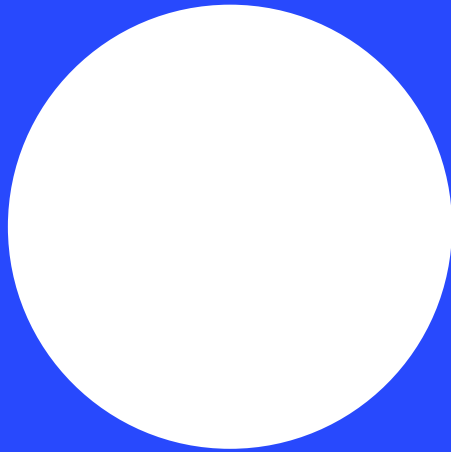
Can be distributed the day before the election if the polling place will be locked overnight:

- ☐ Voting booths
- ☐ Ballot bags
- ☐ Seals for ballot bags
- ☐ Ballot bag content lists
- ☐ Black felt-tip pens for marking ballots
- ☐ Ball point pens (affidavits)
- ☐ Rulers for entrance checklist
- ☐ Manila envelope for defective ballots
- ☐ Manila envelope for replaced ballots
- ☐ Accessible voting system equipment & table
- ☐ Elections Guide binder
- ☐ Summary and tally sheets

Must be secured and delivered on Election morning:

- ☐ Tabulator in case with ballot test decks
- ☐ Tabulator Guide
- ☐ Boxes of ballots
- ☐ Entrance checklist
- ☐ Exit checklist if used
- ☐ List of absentee voters
- ☐ Voted absentee ballots—in secure containers with notation of whether voters have been checked off Entrance Checklist

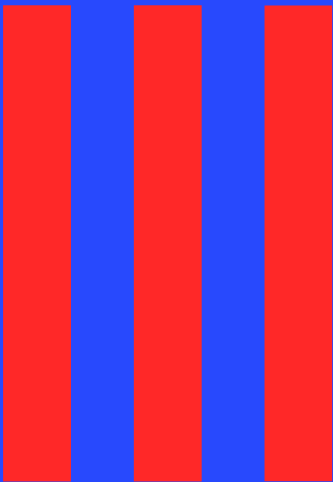
Mobile Polling Place



Inform Election Division:

- Location
- Date
- Time
- Who will run it

Must have two Justices of the Peace
(one from each party)



Early Voting and Voter Registration



VOTE HERE!



Copley Terrace

Wednesday February 19th

9:00 AM to 11:00 am

Election officials from the Town of Morristown
will be bringing ballots here so that you can vote!

If you are not already registered to vote,
election workers will be available to register you
and will give you a ballot to cast.

You will need your
VT driver's license or non-driver ID or the
last 4 digits of your social security number to
register.

For more information feel free to contact: Town Clerks Office
43 Portland St
Morrisville VT 05661

802-888-6370

Election Day Duties

- Election Day Roles
- Poll watchers
- Campaigning
- Replacement Ballots



Election Day Roles

Create a schedule for your workers: [\(exhibit 7a\)](#)

- Greeter
- Checklist Officials
- Ballot Clerk
- Tabulator
- Unused Ballot Clerk (August Primary)
- Absentee Ballots
- End of Night Counters



Create detailed instructions for each role!
Check out Morristown's Examples

Free icons to use!

https://drive.google.com/drive/u/0/folders/15Xryv5_oAyWKY6jK34OTUPBlm5HoMTz7

[\(exhibit 7b\)](#)

Poll watchers

(“Challenges” in 17 V.S.A. §2564)

Representatives of political parties, candidates and political committees have a right to have no more than 2 representatives for each voting district present and observing voters at the entrance checklist.

Create and post a policy of rules: **(exhibit 8)**

- no cell phones in the polling place
- no talking that interrupts the work of the election officials
- Set out chairs or mark with tape where the poll watchers can be to observe.
- They have a right to hear the name of each voter restated by the entrance checklist election official.
- They do not have the right to set up their own tables and require voters to stop and give them their names.

**POLL
WATCHERS**
remain in this area

Campaigning

Campaigning is a First Amendment right that cannot be unreasonably restricted.

Campaigning for candidates or questions on the ballot must take place outside.

Voters must be able to access and exit the building unimpeded by anyone campaigning – the walkways must be kept clear.

If a car is legally parked outside a polling place, and happens to contain a political sign, the presiding officer cannot order the car to be moved.

Voters may bring into the polling location:

- a small paper to remind them how to vote
- a sticker to affix it to the ballot to vote for a write-in candidate

Create a polling place policy and post it prominently within the polling place. The Elections Division can review this, if requested. **(exhibit 9)**

NO SOLICITING OR CAMPAIGNING INSIDE THE POLLING PLACE

- Campaign materials are not allowed inside the polling place.
- Voters must remove or cover campaign buttons, hats, articles of clothing, stickers or other political materials.
- No visible party affiliation or campaign materials allowed inside.
- Do not mention the name of any candidate during polling hours

No campaigning or campaign material may be inside the building.

- no campaign literature
- no stickers
- no buttons
- no name stamps
- no information on candidates
- no political materials of any kind

If the voter refuses to remove their item(s), do not prohibit them from voting. Ensure that the voter casts their ballot as quickly as possible and leaves the polling place with the item(s).

Replacement Ballots

A voter who makes an error may be issued up to two additional replacement ballots.

The voter must return the ballot they wish to replace each time

Replaced ballots must be marked “Replaced- Voter Given Another Ballot”

Place all replacement ballots in the envelope labeled “Replaced Ballots Envelope – Do Not Count”.

Appendix I

REPLACED BALLOTS ENVELOPE

DO NOT COUNT

If a ballot is returned by a voter for any reason and they are given a replacement ballot, tear the returned ballot in half and place it in this envelope.

****The same voter may be given up to three replacement ballots**

If a ballot is returned to an election official by a voter, the ballot shall be immediately:

1. Delivered to the presiding officer or his or her designee.
2. The presiding officer shall tear the ballot in half and place it in this envelope.
3. At the close of the polls, this envelope shall be sealed and delivered to the town clerk or election official **to be placed in the ballot bag.**

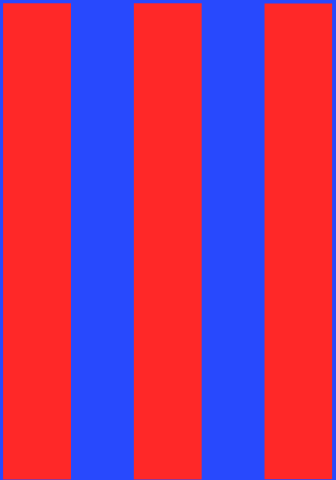
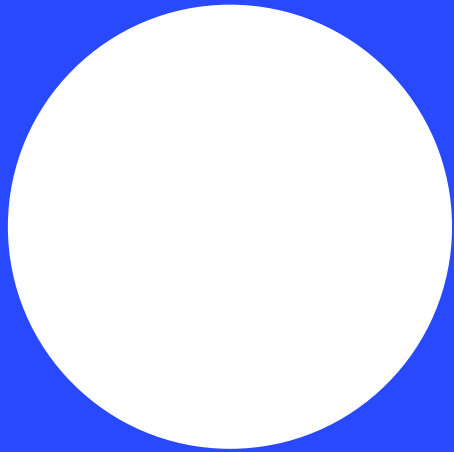
****Do not count the ballots in this envelope for any reason. All ballots in this envelope were replaced with another ballot given to the voter.**

Post-Election Day Duties

- Closing the polls
- Reconciling the checklist
- Voter intent
- State & Federal Write-in Candidates
- Reports
- Tally Sheets
- Summary Sheets
- Election Night Reporting
- Official Return of Votes (ORV)
- Sample Local Election Results
- Ballot Bags
- Canvassing Committee
- Oaths/Certificate of Election
- Retention Schedule



Closing the Polls



- Polling places in every town in Vermont must close at 7:00 p.m.
- It is the duty of the presiding officer to announce that the polls are closed.
- If there are voters still waiting to be checked in or to vote, they must be given the opportunity to complete the voting process, but no one arriving after the poll closing announcement can be allowed to vote at that election.

Reconciling the Checklist

Ballot Counting Procedures

Members of the public must be allowed to observe the counting process

Checklists should be reviewed, and the number of voters checked off should be tallied on the entrance checklist and exit checklist (if used)

Note: Totals may not match if there are defective ballots

Presiding Officer Responsibilities:

Oversee the opening of the ballot box

Oversee the review of ballots to determine voter intent

Counting Process (Ballots with Voter Intent):

Divide ballots into batches of 25 or 50

Complete a tally sheet for each batch



Voter Intent

OVERVOTE (spoiled) - Count all these as overvote

- The voter voted for 2 candidates in a "Vote for not more than 1" race

BCA VOTE (majority present vote)

- The voter made two marks and may have tried to erase one of the marks or may have just smudged a mark. *If the pair is uncertain, all of the election officials present decide.*

COUNT- Count all these for the candidate or yes/no

- The voter circled the candidate's name or circled yes/no without filling in an oval
- The voter clearly changed their mind
- The voter wrote in a candidate's name but did not fill in the oval

UNDERVOTE (blank)- Count all these as undervote

- The voter made no marks at all
- The voter only voted for 1 candidate in a "Vote for not more than TWO" race - count 1 vote for the marked candidate and count 1 as an undervote
- The voter's X is in between two candidate names, so intent is not clear
- The voter wrote in a name for a fictional person or a person not on the checklist – (Mickey Mouse)
- The voter filled in the write-in oval but did not write a name
- The voter wrote their name on the ballot that allows election officials to know who marked the ballot- subtract 1 vote for each race they voted for

State & Federal Write-in Candidates

New in 2026!

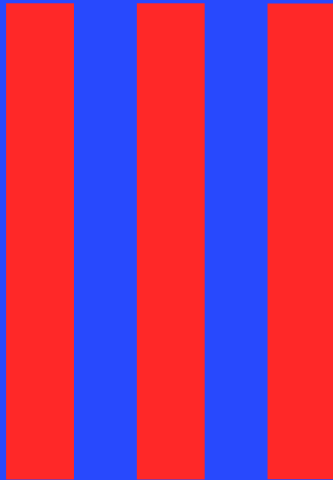
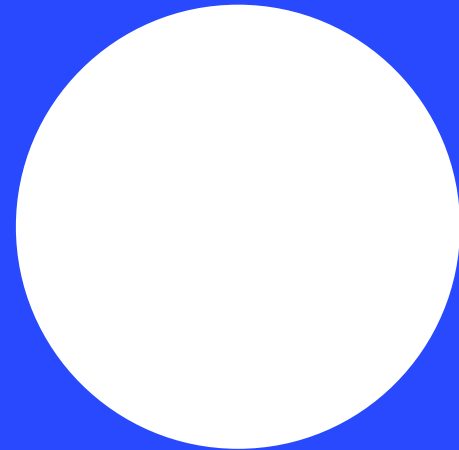
- Write-in candidates must file a write-in candidate form to have votes reported individually
- Filing can be done with:
 - Secretary of State's office OR
 - All town clerks in the candidate's district
- Deadline: Thursday before the election
- The Secretary of State shares the list of filed candidates with clerks

Counting Votes:

- Count and report individually only for candidates who filed
- All other write-ins (names, messages, etc.) are grouped as "Other Write-Ins"



Reports



OFFICIAL RETURN OF VOTES ELECTIONS DIVISION OFFICE OF THE SECRETARY OF STATE		
Election	GENERAL ELECTION (11/08/2022)	Town MORRISTOWN
		District LAM WAS
1.	Total Registered Voters on checklist for this polling place:	4,259
2.	Total Number of Voters checked off on the entrance checklist: (this includes absentee ballots)	2,577
3.	Total number of absentee ballots returned: (Include this count in Line 2)	1,906
4.	Total number of ballots voted by the Accessible Voting System:	0
5.	Total number of DEFECTIVE ballots (not counted but name checked off checklist): (Enter the Total Defective ballots from the Defective Ballot Envelope. -- DO NOT include REPLACED ballots.)	0
6.	TOTAL BALLOTS COUNTED: (Number of voters checked off checklist minus defective ballots.)	2,577
6.1	Total Number of Ballots Counted at Polls:	2,577
7.	Total number of PROVISIONAL ballots (to be sent to Secretary of State):	0
If Line 6 (voters checked off checklist minus defective ballots) and Line 6.1 (total number of ballots counted at the polls) do not agree, please explain the discrepancies below and continue -- Line 6 will be adjusted:		
Ballot bag seal #:		
0265944, 0265945		
☒ I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and you agree to the terms and conditions under Vermont law.		
<i>Sara Haskins</i> SARA HASKINS TOWN CLERK		
<i>Mitt Fleming</i> MITT FLEMING ASSISTANT TOWN CLERK		

11/09/2022 43 PORTLAND ST, MORRISTOWN, VT, 05661 Page 1 of 11

- a. Tally sheets
- b. Summary sheets
- c. Election night reporting
- d. Unofficial results
- e. ORV vs minutes vs official results

[illegible]

Only tally batches with vote intent all other ballots will have been tallied by tabulator

- Add & tally any voter intent
- Add & tally write in candidates

Tally all ballots by batch of 25/50

- Tally candidate votes
- Tally article votes
- Add & tally write in candidates

[illegible]

TO BE ATTACHED TO BALLOTS OF 25			BATCH # _____		
OFFICIAL TALLY SHEET: ANNUAL TOWN MEETING MARCH 5, 2024					
COUNT WRITE INS, SPOILED AND BLANK - ALL OTHER RACES COUNTED BY TABUL					
ARTICLES					
ARTICLE 3	Tally strokes	Total	ARTICLE 4	Tally strokes	Total
In favor			In favor		
Opposed			Opposed		
Overvotes			Overvotes		
Undervotes (Blanks)			Undervotes (Blanks)		
TOTAL			TOTAL		
ARTICLE 5	Tally strokes	Total	ARTICLE 6	Tally strokes	Total
In favor			In favor		
Opposed			Opposed		
Overvotes			Overvotes		
Undervotes (Blanks)			Undervotes (Blanks)		
TOTAL			TOTAL		
ARTICLE 7	Tally strokes	Total	ARTICLE 8	Tally strokes	Total
In favor			In favor		
Opposed			Opposed		
Overvotes			Overvotes		
Undervotes (Blanks)			Undervotes (Blanks)		
TOTAL			TOTAL		
ARTICLE 9	Tally strokes	Total	ARTICLE 10	Tally strokes	Total
In favor			In favor		
Opposed			Opposed		
Overvotes			Overvotes		
Undervotes (Blanks)			Undervotes (Blanks)		
TOTAL			TOTAL		
ARTICLE 11	Tally strokes	Total	ARTICLE 12	Tally strokes	Total
In favor			In favor		
Opposed			Opposed		
Overvotes			Overvotes		
Undervotes (Blanks)			Undervotes (Blanks)		
TOTAL			TOTAL		
ARTICLE 13	Tally strokes	Total	ARTICLE 14	Tally strokes	Total
In favor			In favor		
Opposed			Opposed		
Overvotes			Overvotes		
Undervotes (Blanks)			Undervotes (Blanks)		
TOTAL			TOTAL		

Signature: Election Official _____

Signature: Election Official _____

You can download them from VEMS or create your own in excel.

(exhibit 10)

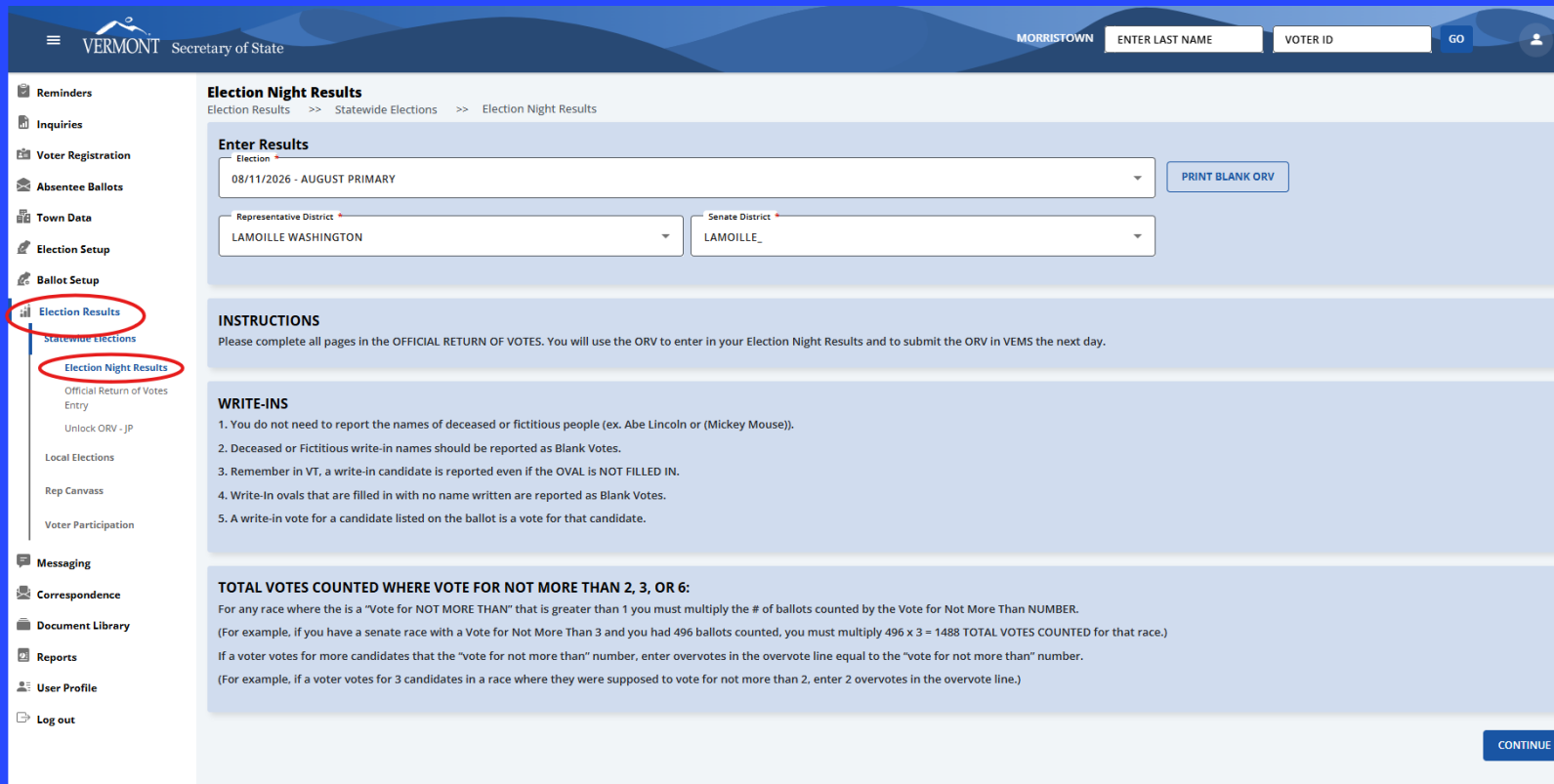
UB	Voted
TOTAL	Total
	812
	868

- You can download them from VEMS

(exhibit 11)

You can download them from VEMS or create your own in excel.

Election Night Reporting



VERMONT Secretary of State

MORRISTOWN ENTER LAST NAME VOTER ID GO

Election Night Results

Election Results >> Statewide Elections >> Election Night Results

Enter Results

Election 08/11/2026 - AUGUST PRIMARY PRINT BLANK ORV

Representative District LAMOILLE WASHINGTON

Senate District LAMOILLE_

INSTRUCTIONS

Please complete all pages in the OFFICIAL RETURN OF VOTES. You will use the ORV to enter in your Election Night Results and to submit the ORV in VEMS the next day.

WRITE-INS

1. You do not need to report the names of deceased or fictitious people (ex. Abe Lincoln or (Mickey Mouse)).
2. Deceased or Fictitious write-in names should be reported as Blank Votes.
3. Remember in VT, a write-in candidate is reported even if the OVAL is NOT FILLED IN.
4. Write-In ovals that are filled in with no name written are reported as Blank Votes.
5. A write-in vote for a candidate listed on the ballot is a vote for that candidate.

TOTAL VOTES COUNTED WHERE VOTE FOR NOT MORE THAN 2, 3, OR 6:

For any race where the is a "Vote for NOT MORE THAN" that is greater than 1 you must multiply the # of ballots counted by the Vote for Not More Than NUMBER.
(For example, if you have a senate race with a Vote for Not More Than 3 and you had 496 ballots counted, you must multiply 496 x 3 = 1488 TOTAL VOTES COUNTED for that race.)

If a voter votes for more candidates that the "vote for not more than" number, enter overvotes in the overvote line equal to the "vote for not more than" number.
(For example, if a voter votes for 3 candidates in a race where they were supposed to vote for not more than 2, enter 2 overvotes in the overvote line.)

CONTINUE

Navigation Links:

- Reminders
- Inquiries
- Voter Registration
- Absentee Ballots
- Town Data
- Election Setup
- Ballot Setup
- Election Results**
- Statewide Elections
- Election Night Results**
- Official Return of Votes Entry
- Unlock ORV -JP
- Local Elections
- Rep Canvass
- Voter Participation
- Messaging
- Correspondence
- Document Library
- Reports
- User Profile
- Log out

Required to complete as soon as practicable on election night for state & federal elections.

Tabulator town enter unofficial numbers directly from the tabulator tape.

For local elections can do an unofficial results to share with the media.

Official Return of Votes

State and Federal Elections
Official Return of votes (ORV) - VEMS
Within 48 hours

The screenshot shows the 'Official Return of Votes Entry' page in the VEMS system. The left sidebar contains a menu with items: Reminders, Inquiries, Voter Registration, Absentee Ballots, Town Data, Election Setup, Ballot Setup, Election Results (highlighted with a red circle), Statewide Elections, Election Night Results, Official Return of Votes Entry (highlighted with a red circle), Unlock ORV - JP, Local Elections, Rep Canvass, Voter Participation, Messaging, Correspondence, Document Library, Reports, User Profile, and Log out. An orange arrow points from the text 'Official Return of votes (ORV) - VEMS' to the 'Official Return of Votes Entry' menu item. The main content area has a header with 'VERMONT Secretary of State' and a user profile section for 'MORRISTOWN' with fields for 'ENTER LAST NAME' and 'VOTER ID'. Below the header, the 'Official Return of Votes Entry' section includes a breadcrumb trail: Election Results >> Statewide Elections >> Official Return of Votes Entry. The 'Enter Results' section features a dropdown for 'Election' set to '11/05/2024 - GENERAL ELECTION' and a 'GENERATE ORV REPORT' button. Below this are dropdowns for 'Representative District' (set to 'LAMOILLE WASHINGTON') and 'Senate District' (set to 'LAMOILLE_'). The 'INSTRUCTIONS' section states: 'Please complete all pages in the OFFICIAL RETURN OF VOTES. You will use the ORV to enter in your Election Night Results and to submit the ORV in VEMS the next day.' The 'WRITE-INS' section lists five instructions: 1. Do not report names of deceased or fictitious people. 2. Deceased or fictitious write-in names should be reported as Blank Votes. 3. Remember in VT, a write-in candidate is reported even if the OVAL is NOT FILLED IN. 4. Write-in ovals filled with no name are reported as Blank Votes. 5. A write-in vote for a candidate listed on the ballot is a vote for that candidate. The 'TOTAL VOTES COUNTED WHERE VOTE FOR NOT MORE THAN 2, 3, OR 6:' section explains the calculation: 'For any race where the is a "Vote for NOT MORE THAN" that is greater than 1 you must multiply the # of ballots counted by the Vote for Not More Than NUMBER. (For example, if you have a senate race with a Vote for Not More Than 3 and you had 496 ballots counted, you must multiply 496 x 3 = 1488 TOTAL VOTES COUNTED for that race.) If a voter votes for more candidates that the "vote for not more than" number, enter overvotes in the overvote line equal to the "vote for not more than" number. (For example, if a voter votes for 3 candidates in a race where they were supposed to vote for not more than 2, enter 2 overvotes in the overvote line.)' A 'CONTINUE' button is located at the bottom right.

Sample Local Results

Local Floor Meeting
Minutes
Within 5 days

MORRISTOWN, VERMONT OFFICIAL RESULTS - ANNUAL TOWN MEETING MARCH 3, 2026			
Total registered voters:	4359		
Total in person ballots cast:	374	Percentage of total checklist:	8.6%
Total absentee ballots cast:	1176	Percentage of total checklist:	27.0%
Total votes cast:	1550	Percentage of total checklist:	35.6%
ARTICLE 1: To elect all Town Officers required by law: * = winner			
Moderator for a term of one (1) year			
Shapleigh Smith, Jr*	1345	Overvotes	0
Write-ins (Total)	8	Undervotes	197
Write in: Gary Nolan	1	Write in: Kevin Griggs	1
Write in: Kurt Maher	1	Write in: Mary Ann Wilson	1
Write in: Richard Bailey	1	Write in: Richard Lowe	1
Write in: Roy Marble	1	Write in: Steve Maso	1
* = winner			
ARTICLE 24: Shall the voters appropriate \$10,000 for the support of Meals on Wheels of Lamoille County whose mission is to improve health and enhance the quality of life for our community elders by providing nutritious meals and social interaction?			
Yes	1324	Overvotes	0
No	196	Undervotes	30
ARTICLE 25: Shall the voters appropriate \$1,000 for the support of North Country Animal League (NCAL) which provides animal stray and surrenders services, pet food assistance, adoption services, low-cost wellness clinics, and humane education programs to youth?			
Yes	1068	Overvotes	0
No	441	Undervotes	41
ARTICLE 26: Shall the voters appropriate \$5,000 for the support of Northern Central Vermont Recovery Center which provides a safe, welcoming, substance-free environment for individuals and families on their paths to lasting recovery from substance use disorder?			
Yes	1067	Overvotes	0
No	440	Undervotes	43
ARTICLE 27: Shall the voters appropriate \$1,000 for the support of Retired Senior Volunteer Program (RSVP) whose volunteers help create a caring network of support to help older Vermonters continue to live independently while staying socially connected?			
Yes	1188	Overvotes	0
No	268	Undervotes	94
We certify the above election results for the March 3, 2026 Annual Town Meeting.			
Sara Allyn Haskins, Town Clerk		Mitzi Fleming, Assistant Town Clerk	

Local Australian Ballots
Official Results
Within 5 days

MINUTES FOR THE ANNUAL MEETING OF THE VILLAGE OF MORRISVILLE APRIL 17, 2024
The inhabitants of the Village of Morrisville, who are legal voters of said Village were notified and warned to meet in Annual Village Meeting at the Morrisville VFW, 28 VFW Street in said Morrisville, Vermont on Wednesday, April 17, 2024 at 6:30 o'clock in the evening local time. Cub Scouts from Pack 876 lead the assembly in the Pledge of Allegiance before Moderator Shap Smith called the meeting to order at 6:32 pm. There were 21 Village voters in attendance. Attention was drawn to the dedication of the 2023 Annual Report to report to Frank Ferrante for his 28+ years of service at Morrisville Water & Light
ARTICLE 1: To elect a Village Moderator for the year ensuing.
Alexander Cyr nominated Shap Smith. Shap Smith was elected moderator of the Village Meeting for the ensuing year on a voice vote.
ARTICLE 5: Shall the voters raise and appropriate the sum of \$500, approximately \$5,000 on the Village grand list, to fund the Village Special Projects Reserve Fund?
Elise Limoge made a motion to accept the article. Alexander Cyr seconded it. Questions were asked regarding past and current special projects in the works and if \$500 was enough money. The motion passed on a voice vote.
I certify that this is a true and accurate record of the proceedings of this meeting.
Sara Allyn Haskins, Village Clerk
Attest:
Shap Smith, Moderator
Shelley Nolan, Board of Civil Authority

Ballot Bags

All ballot bags must be sealed and tagged with a completed ballot bag form in the front pocket

Quick Guide – Ballot Bag Packing List

Sealed in Bag	Outside of Bag	Items
✓		Packages of voted ballots (do not roll!)
✓		Envelopes containing Replaced ballots
✓		Envelopes containing Defective ballots
✓		Exit checklist, if any, & statement of discrepancies. § 2583 .
✓		Tally sheets
✓		Other election materials, as necessary. - The number of people checked in on the checklist as having voted, - A statement explaining, or at least listing, any discrepancies between that number and the number of ballots voted, and - The tabulator tapes.
	✓	Copy of the entrance checklist to place in the outside pocket of the ballot bag or otherwise stored along with it
	✓	Ballots that were never distributed to voters
	✓	Any vote tabulator memory card
	✓	The original entrance checklist (if packed, call Elections)

Appendix B

Sample: To photocopy and place in outside pocket of ballot bag

Ballot Bag Contents

District: _____
Bag _____ out of _____

- ☐ EXIT Checklist, IF ANY _____
- ☐ All voted ballots for _____ (Legislative District). DO NOT put more than 1500 ballots in one ballot bag, and do not mix ballots from different legislative districts!! Lay ballots flat in ballot bag, **DO NOT ROLL OR RUBBER BAND THE BALLOTS.**
- ☐ 2nd printed tally tape from the tabulator
- ☐ All used tally sheets (totals have already been transferred to summary sheets).
- ☐ Defective Ballots Envelope (containing ballots that are defective and cannot be counted — **You must “include” the total number of these ballots when reconciling the Entrance Checklist to the # of voted ballots.**)
- ☐ Replaced Ballots Envelope (containing ballots that were surrendered by voters who obtained a new ballot and deposited new ballot into the tabulator—Do NOT include the total number of these ballots when reconciling Entrance Checklist to # of voted ballots).
- ☐ _____ Please list any other items packed in ballot bag.

Canvassing Committee

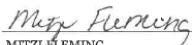
OFFICIAL REPORT OF THE CANVASSING COMMITTEE For STATE REPRESENTATIVE LAMOILLE WASHINGTON DISTRICT General Election, November 8, 2022

In accordance with 17 V.S.A. §2592, we have met and canvassed the returns of votes For **STATE REPRESENTATIVE** Lamoille Washington District cast at the November 8, 2022 General Election as filed with us. For election to the office of **STATE REPRESENTATIVE**, the following results were tallied:

Candidate Name	Party	Votes Received	%
✓ Saudia Lamont	Democratic	2,487	28.25%
✓ Avram Patt	Democratic	2,446	27.79%
Ben Olsen	Republican	1,318	14.97%
Nichole Loati	Rep/Lbrt	1,145	13.01%
Total Write-ins		26	0.30%
Total Overvotes		2	0.02%
Total Blank Votes		1,378	15.66%
Total		8,802	
✓ - Winner			

We completed the canvass of votes for this office on November 15, 2022 and certify that the candidate(s) who received the greatest number of votes are as marked with a check mark ✓. We further certify that we have prepared and signed a Certificate of Election for each candidate who received the greatest number of votes and that we will deliver or mail a Certificate of Election to each candidate who received the greatest number of votes.


SARA HASKINS
TOWN CLERK


MITZI FLEMING
ASSISTANT TOWN CLERK

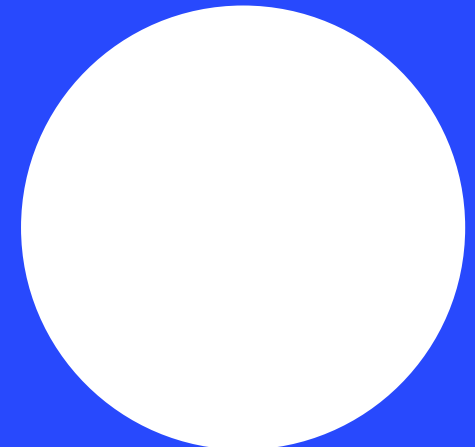
The representative district clerk and one other election official from the district serve as the representative district canvassing committee.

Single town districts

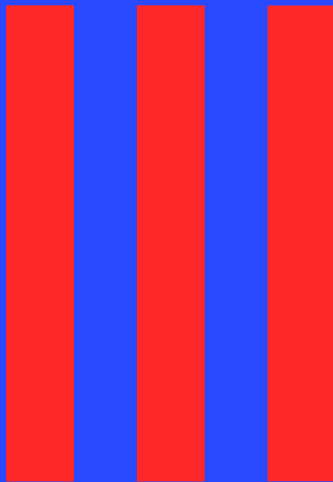
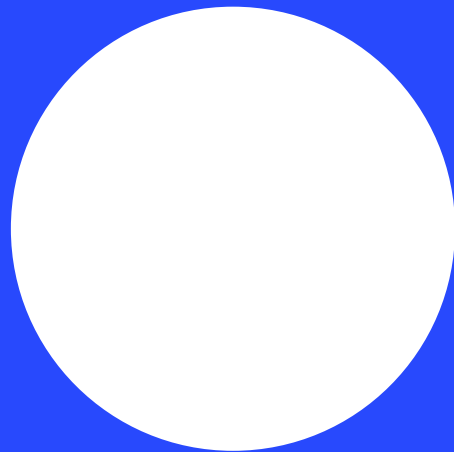
- meet at 10:00 a.m.
- Wednesday after the election

Multi-town representative districts

- meets at 10:00 a.m.
- Friday after the election.



Oaths of Office and Certificates of Nomination



Vermont Oath of Allegiance
(For Justice of the Peace and other local officials)

I, _____, do solemnly swear (or affirm) that I will be true and faithful to the State of Vermont, and that I will not, directly or indirectly, do any act or thing injurious to the Constitution or Government thereof. (oath) So help me God. (affirmation) Under pains and penalties of perjury.

Dated at _____, VT this _____ day of _____, 20__.

Signature of Justice of the Peace (or other Local Official)

Town of Residence

*****AND*****

The Oath of Office
(For Justice of the Peace and other local officials)

I, _____, do solemnly swear (or affirm) that I will faithfully execute the office of _____ (Justice of the Peace or other local office) for the STATE OF VERMONT and will therein do equal right and justice to all persons to the best of my judgment and ability, according to law. (oath) So help me God. (affirmation) Under the pains and penalties of perjury.

Dated at _____, VT this _____ day of _____, 20__.

Signature of Justice of the Peace or other Local Official

Town of Residence

CERTIFICATE OF AUTHORITY BEFORE WHOM OATH IS TAKEN

STATE OF VERMONT)
_____, County, ss.)

I hereby certify that on the _____ day of _____, 20__, _____ personally appeared before me at _____, Vermont and took and subscribed the foregoing oath or affirmations of office and allegiance.

Signature of Notary Public or person administering oath

Date Commission expires: _____

Reminder to All Justices of the Peace: If you are elected and you are not already serving as a JP, your TERM OF OFFICE does not begin until FEBRUARY 1 of the year following the General Election and runs for two years. YOU CANNOT PERFORM ANY JP DUTIES UNTIL AFTER FEBRUARY 1 (unless you are an incumbent).
NOTE: This oath is from the Vermont Constitution, Chapter II, §56. This oath may be given by, among others, a notary public (including the town clerk or any justice of the peace that has already filed a notary oath with the county clerk). Failure to file a copy of these oaths with the town clerk will prevent you from qualifying for office and may also subject you to a fine of not more than \$100.00. 4 V.S.A. § 492.

The Town Clerk is responsible for notifying successful candidates following the election.

- Oaths of Office can be found on the [Secretary of State website](#)
- District Clerks need to send Certificates of Nomination for the major party candidates for State Representative after the August Primary



Retention Schedule

- Vermont election records are governed by **state-approved retention schedules** issued by the Vermont State Archives and Records Administration (VSARA).
- **No election record may be destroyed** unless authorized by an official retention schedule.
- Retention periods vary by record type and are strictly defined for municipal clerks.

Elections Related Records Retention Info Sheet for Municipal Clerks:

https://outside.vermont.gov/dept/sos/Elections_Division/town_clerks_local_elections/election_procedure/appendix-r_election_records_retention_info_sheet_municipal_clerks.pdf

VSARA Schedules:

<https://sos.vermont.gov/vsara/manage/retention-disposition/agency-record-schedules/>

Questions?



Thank you

Sara Haskins

shaskins@morristownvt.gov

(802) 888-6669

