



ELECTION BULLETIN

FOR November 7th 2006 General Election

To: **County and Senatorial District Clerks**

From: Kathy DeWolfe, Director of Elections and Campaign Finance

RE: **Canvassing Committee Duties for the November 7, 2006 General Elections**

Date: October 20, 2006

This will provide an outline for new clerks and a quick reminder for experienced clerks. (The general election generally is easier as there is only one set of canvassing reports.)

- The canvassing committee meeting for both senate and county offices is at 10:00 a.m. one week following the election: **Tuesday, November 14, 2006.** (17 V.S.A. §2592). (Essex county only does county offices.) We suggest you send a notice to the Chairs as soon as possible. You may want to call or send a reminder notice during the week of the election.
- If you notify all of your chairs, and one fails to appear at the meeting and does not make arrangements to have an acting chair appear on his/her behalf, you can still go through your canvassing committee activities with yourself and the other county chair(s). If no county chairs appear for the canvass, you must find another town clerk or election official to serve on the canvassing committee with you.
- 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 (via mail, fax, or hand delivered) in your Senatorial District or County. If you have not received copies of the ORV's from other town clerks in your district by Monday morning, please call the clerks to make sure that it will be delivered to you before 10 a.m. on Tuesday, November 14.
- We have enclosed our **Canvassing Report Forms and a copy of a Certificate of Election** that must be completed at the meeting. Make at least 7 additional copies of the blank Certificate of Election form before completing, so you will have enough for each office or if you make a mistake. The Canvassing Report and each Certificate of Election must be signed by a majority of the canvassing committee.

For the general election:

- The winner of each race is simply the candidate who receives the most votes, whether printed on the ballot or a write-in candidate.
- In the case of a tie vote, the canvassing committee shall forthwith petition the appropriate superior court for a recount pursuant to 17 V.S.A. §2602.

As soon as the meeting is over:

- Mail or hand deliver a completed Certificate of Election to each winner.
- Mail the **original canvassing report and a copy of all of the Certificates of Election** to the Elections Division, Vermont Secretary of State, 26 Terrace St, Montpelier, VT 05609-1101.

PLEASE CALL US IF YOU HAVE ANY QUESTIONS: Kathy DeWolfe, 828-2304, Melanie Hodge, 828-0175 or our toll free number (800)439-8683.

ENC: Canvassing Reports
Certificate of Election Form (Please make additional copies for each office.)