



**ELECTION BULLETIN**  
FOR NOVEMBER 2nd, 2004 GENERAL ELECTION

To: **Representative District Clerks**

From: Kathy DeWolfe, Director of Elections and Campaign Finance

RE: **Canvassing Committee Duties following the November 2, 2004 GENERAL ELECTION**  
Preparation of Certificates of Election and Official Canvassing Reports

Date: October 23, 2004

This will provide an outline for new clerks and a quick reminder for experienced clerks.

The canvassing committees for Representative Districts (state representatives) are the Representative District Clerk and one other election official. (17 V.S.A. §2592(d)). The canvassing committee meeting for **all representative districts is the Tuesday after the election, November 9, 2004 at 10 a.m.** Please make arrangements to have an election official available to assist you in preparing the certificates of election and the canvassing report. If you have a hotly contested race in a multi-town district, it may be wise to invite an election official from one of the other towns to serve on your canvassing committee.

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 town's ORV.) If you have not received copies of the ORV's from other town clerks in your district by Monday morning, please call the clerk to make sure that it will be delivered to you before 10 a.m. on Tuesday, November 9.

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.

Fill out a copy of the **Canvassing Report** and **Certificate of Election** of the canvassing committee for each State Representative elected from your district. 17 V.S.A. §2592(d) and (h) requires the canvassing committee to mail or hand deliver a Certificate of Election to each candidate elected. You must also mail a copy of the Canvassing Report and Certificate of Election to the Office of the Secretary of State. **Please do this immediately following the meeting.** Keep a copy for your files.

If you have any questions, please call me at (802) 828-2304 or Melanie Jacobs, (802) 828-0175.

ENC:

Canvassing Report

Certificate of Election for State Representative



