



ELECTION BULLETIN

To: Town Clerks

From: Kathy DeWolfe, Director of Elections and Campaign Finance
Melanie Jacobs, Elections Administrator

Date: June 15, 2003

Re: New System for Ordering of Election Supplies

The current system of ordering election supplies at any time during the year whenever a Town or City Clerk notices that more supplies are needed is inefficient and costly. With the additional activities in the state Elections Division Office to implement HAVA, we need to implement a more streamlined system.

We can think of two ways to change the system that will result in better use of staff time and cost savings. We would like your input or feedback before we make the changes.

1. The simplest way to make sure that all Towns have supplies would be for the Elections Division to ship election supplies to each town clerk automatically based upon the number of voters on your checklist as follows:

In Odd Numbered Years (Only Local Elections) we could ship supplies to Towns that use the Australian Ballot system of voting as follows:

Large Absentee Envelopes, Inside & Outside, Non-Postage Paid 30% of checklist

Large Absentee Envelopes, Inside & Outside, Postage Paid 10% of checklist

100 Applications to the checklist

1 OFFICIAL POLLING PLACE sign

2 Ballot Box "Voted Ballots" signs, 2 Ballot Bags, 4 Manila Tags and 4 Ballot Bag Seals

Each Town Clerk can download the following from our website and make copies as needed:

- Sample Notice to Voters for Australian Ballot Town Meeting
- Sample Notice to Voters for Towns that have divided their checklist, advising voters to check whether they have been placed on the right checklist, 17 V.S.A. §2501(d).
- Generic Tally and Summary Sheets for Town Meeting (if you don't make your own in Excel)
- Sample Form for a Request for Absentee Ballot