



ELECTION BULLETIN

FOR MARCH 2nd PRESIDENTIAL PRIMARY ELECTION and TOWN MEETING

To: All Town Clerks
From: Kathy DeWolfe, Director of Elections and Campaign Finance
Melanie Jacobs, Elections Administrator
David Crossman, Elections Administrator
Date: January 22, 2004

- **Enclosed are Warnings/Notice to Voters to be posted not later than Sunday, February 1st, 2004.**
- **Enclosed are Provisional Ballot Envelopes.** Since the Presidential Primary Ballots are only for federal candidates, there will not be a separate provisional ballot. Please remember that these envelopes will only be needed in very limited circumstances. If you use our Voter Affidavit Form whenever possible to add the person to the list on election day, you will basically only need to use the provisional ballot envelope if you do not believe that the person can truthfully swear that they submitted an application to the checklist on time or that they are not qualified to vote in your town. Please review the memo dated December 2003 detailing the new provisional ballot requirements.
- **Presidential Primary Election Ballots will be shipped directly from the printers to each town clerk to arrive not later than Monday, February 3rd, 2004.** Some towns will receive the entire shipment of ballots at once by February 3rd, but all towns should receive at least 10% of the ballots by the deadline, with the remainder to follow. Please open all boxes and check the ballots as soon as possible. Please call us if you have not received all of your ballots by Thursday, February 5, 2004. Clerks using MACHINE BALLOTS also need to run some sample ballots through their machine as soon as the machines are programmed. Please notify your programming company as soon as possible if you have any problems.
- **Sample Presidential Primary Ballots must be posted not less than 20 days before the primary election in at least 2 public places and in or near the Town Clerk's Office (no later than February 11th).** Please make sure that you mark "SAMPLE BALLOT" boldly across the ballot and put a line through the boxes, arrows or ovals before posting.
- **Sample Local Election Ballots must be posted not less than 10 days before town meeting in at least 2 public places and in or near the Town Clerk's Office (no later than February 21st).** Please make sure that you mark "SAMPLE BALLOT" boldly across the ballot and put a line through the boxes, arrows or ovals before posting. Each Town Clerk is responsible for arranging for local town and town school district ballots. You can use your own computer to do your ballots and then copy onto any color paper or you can have them printed if you hand count. If you use a voting machine, your town meeting ballots can be printed by the printer of your choice so long as the printer can coordinate with whoever is programming your machine so that the proper timing marks and codes are used.
- **February 23rd is the second Monday before the Presidential Primary Election and Town Meeting. Town and City Clerk Offices must be open from 10 a.m. to Noon for Voter Registration.** Please remember that the clerk can now add names to the checklist without a Board of Civil Authority meeting. You then send each BCA member a listing of additions to the checklist at least five days before the election.
- **We will mail Tally, Summary Sheets, and Official Return of Vote Forms (ORV's) in February.** You should receive these by February 23rd. Please call us if you have not received your packet by February 25th. You MUST return the ORV to the Elections Division by **OVERNIGHT** mail, UPS or Fed Ex.
- **All Town Clerks, including those that hand count ballots at elections, please read the enclosed memos providing updates on Voting Machines and the Statewide Checklist.**