

2009-2010 ELECTIONS CALENDAR

JANUARY 2009

January 2, 2009 (Friday)

Last day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (60 days before town meeting). 17 V.S.A. §§ 2641(a), 2645(a)(3)&(6)

January 22 (Thursday)

First day town clerks may post warnings for town meeting (40 days before the meeting). 17 V.S.A. §2641(a)

Last day for receipt of petitioned articles to be added to the town meeting warning. (Petition must have been signed by five percent of the legal voters.) 17 V.S.A. § 2642(a)

Last day for Board of Civil Authority to designate polling places and, if necessary, divide the checklist according to geographic boundaries. 17 V.S.A. § 2501(a)

Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on town meeting day (10 days before first public hearing). 17 V.S.A. § 2645(a)(2)

January 26 (Monday)

In Australian ballot towns, nominating petitions for town offices must be filed with the clerk of the municipality no later than 5:00 p.m. (sixth Monday before the election) A nominating petition must be signed by 30 voters or one percent of the legal voters, whichever is less. 17 V.S.A. § 2681(a) and (b)

January 27 (Tuesday)

In Australian ballot towns, Town Clerk receiving petitions for candidates running for municipal office must return any defective petitions to the candidate (within 24 hours of receipt). 17 V.S.A. § 2681(e)

January 28 (Wednesday)

In Australian ballot towns, candidates for municipal office must file a consent of candidate form with the municipal clerk by 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(a)

In Australian ballot towns, a candidate may withdraw by notifying the municipal clerk in writing no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(d)

JANUARY 2009 (cont.)

January 28 (Wednesday) (cont.)

In Australian ballot towns, supplementary petitions for municipal candidates whose original petitions were defective must be filed no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(e)

Last day for U.S. Congressional candidates to file FEC non-election year year-end report. (July 1-Dec. 31). 2 U.S.C. § 434(a)(2)

FEBRUARY 2009

February 1 (Sunday)

This is the last day that the warning and notice for town meeting may be posted (30 days before the election). 17 V.S.A. §§ 2521(a) and 2641(a)

Checklist must be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with over 5,000 population. In towns with less than 5,000 population, the checklist must only be posted in one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a)

February 2 (Monday)

Last day to hold first public hearing on charter amendments if article is to be voted at town meeting. 17 V.S.A. §§ 2645(a)(3), 2103(13)

February 11 (Wednesday)

In Australian ballot towns, ballots for local officers and local public questions shall be prepared by the town clerk and available not later than 20 days before the election. 17 V.S.A. § 2681a(a)

First day for legislative body to post warning for public informational hearing (to be held on or after 2/21/09) on any public question to be voted by Australian Ballot at town meeting. 17 V.S.A. § 2680(g)

February 20 (Friday)

Last day for legislative body to post warning for public informational hearing (to be held on or before 3/02/09) on any public question to be voted by Australian Ballot at town meeting. 17 V.S.A. § 2680(g)

FEBRUARY 2009 (cont.)

February 21 (Saturday)

Last day to post sample ballots in the same places as the warning, notice, and checklist (not later than 10 days prior to the municipal election). 17 V.S.A. §2522(a)

Selectboard must mail or otherwise distribute town meeting warning in annual town report by this date to avoid publishing warning in newspaper (at least 10 days before town meeting). 17 V.S.A. §2641(b)

Voting machines must be tested using official ballots that are clearly marked “test ballots” (at least 10 days before the election). 17 V.S.A. § 2493(b)

First day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting. 17 V.S.A. § 2680(g)

February 23 (Monday)

During the eight days preceding election day, and on election day, the clerk shall divide the list of ill and physically disabled early or absentee voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. § 2538(b)

A local candidate who has made expenditures or accepted contributions of \$500 or more shall file a campaign finance report ten days prior to the election. 17 V.S.A. §§ 2103(13), 2822

February 25 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist to vote at town meeting. Town clerks' offices must be open from 3:00 p.m. to 5:00 p.m. to accept applications. 17 V.S.A §§ 2103(13), 2144(a)

Last day, until 5:00 p.m., for people who are not eligible to register by this date but who will be eligible by election day to file a written notice of intent to apply with the town clerk and to request an early or absentee ballot. 17 V.S.A. §§ 2103(13), 2144(b) and (c)

Last day to receive a request for an application for addition to the checklist accompanying an early or absentee ballot request. 17 V.S.A. §§ 2103(13), 2532(b) and (c)

February 26 (Thursday)

Town meeting warning must be published in newspaper by this date if town report has not been distributed otherwise (five days before the meeting). 17 V.S.A. § 2641(b)

Last day for Town Clerk to forward to the Board of Civil Authority a list of voters added to the checklist (at least five days before town meeting). 17 § 2144b(d)

FEBRUARY 2009 (cont.)

February 28 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring a political balance in each pair, to deliver early or absentee ballots to ill and physically disabled voters (not later than three days prior to the election). 17 V.S.A. § 2538(a)

MARCH 2009

March 2 (Monday)

Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on the day before the election. 17 V.S.A. § 2531(a) Clerks must make a list of all early or absentee voters available upon request at their office. 17 V.S.A. § 2534

Board of Civil Authority must appoint a presiding officer if the town clerk or other regular presiding officer is unable to preside at the Australian Ballot portion of town meeting or if more than one polling place is used. 17 V.S.A § 2452

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a) and (b)

The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day. 17 V.S.A. § 2523(b)

Prior to the day of the election, Board of Civil Authority must appoint assistant election officers for town meeting. 17 V.S.A. § 2454

Last day for legislative body to hold public informational hearing on any public question to be voted by Australian Ballot at town meeting. 17 V.S.A. § 2680(g)

March 3 (Tuesday)

TOWN MEETING

A meeting of the legal voters of each town shall be held annually on the first Tuesday in March unless the town charter changes the date or the voters have voted to begin on one of the three days preceding the Tuesday. 17 V.S.A. §§ 2631, 2640(a) and (b)

Clerks must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. § 2534

March 10 (Tuesday)

Last day for selectboard or town clerk to warn a run-off election if there was a tie vote for any Australian Ballot race at town meeting (within seven days after election). 17 V.S.A. § 2682(e)

MARCH 2009 (cont.)

March 13 (Friday)

Last day for a losing candidate for local office in a municipality using the Australian ballot system of voting to request a recount (within 10 days after the election). 17 V.S.A. § 2683(a)

Deadline for a voter to file a request for a recount with the town clerk of any issue voted by Australian Ballot (within 10 days after the election). 17 V.S.A. § 2688

Last day for a local candidate who has made expenditures or accepted contributions of \$500 or more to file a campaign finance report with the Town Clerk. 17 V.S.A. § 2822

March 18 (Wednesday)

Last day that a legal voter may contest the local election results from the town meeting (within 15 days after the election). 17 V.S.A. § 2603(c)

March 19 (Thursday)

First day a run-off election may be held (15 days after the warning of the run-off election). 17 V.S.A. § 2682(e)

APRIL 2009

April 1 (Wednesday)

Last day a run-off election may be held (twenty-two days after warning; warning within seven days after election). 17 V.S.A. § 2682(e)

April 2 (Thursday)

Last day for voters to file petitions for reconsideration or rescission of articles voted on at town meeting (within 30 days of the meeting). 17 V.S.A. § 2661(b)

April 15 (Wednesday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the April quarter (Jan. 1-Mar. 30). 2 U.S.C. § 434(a)(2)

JUNE 2009

June 1 (Monday)

In towns using Australian Ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as otherwise provided by law (90 days after town meeting election). 17 V.S.A. § 2590(d)

JULY 2009

July 15 (Wednesday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the July quarter (Apr. 1-Jun. 30). 2 U.S.C. § 434(a)(2)

July 15 (Wednesday)

Candidates for statewide office and general assembly who have made expenditures or received contributions totaling over \$500 must file a campaign finance disclosure report.
17 V.S.A. § 2811(d), 2103(13)

AUGUST 2009

August 26 (Wednesday)

TBD (Date dependent on caucus date, which is set by state chairman)

First day for the chairman of a state committee of a political party to mail a notice of the date and purpose of the caucuses to each town clerk and to each town chairman of the party.
17 V.S.A. § 2302 (14 days before date set for caucus which is set for a date between September 10 and September 30.)

SEPTEMBER 2009

September 10 (Thursday)

First day for members of political party to meet in caucus in their respective towns.
17 V.S.A. § 2302

September 15 (Tuesday)

By September 15 of each odd-numbered year the board of civil authority shall review the most recent checklist name by name and consider, for each person whose name appears on the checklist, whether that person is still qualified to vote. 17 V.S.A. §2150(c)

September 16 (Wednesday)

(This could change depending on what the date of the caucus is set for.)

Last day for the chairman of a state committee of a political party to mail a notice of the date and purpose of the caucuses to each town clerk and to each town chairman of the party.
17 V.S.A. § 2302

September 20 (Sunday)

Town clerks must send a letter certifying compliance with 17 V.S.A. §2150 to the secretary of state. 17 V.S.A. §2150

SEPTEMBER 2009 (cont.)

September 30 (Wednesday)

Last day for members of a political party to meet in caucus in their respective towns.
17 V.S.A. § 2302

Within 72 hours of hours after the caucus, the chairman and secretary of the town committee shall mail to the secretary of state, the chairmen of the state and county committees, and the town clerk a copy of the notice calling the meeting and a certified list of the names and mailing addresses of the officers and members of the town committee and delegates to the county committee. 17 V.S.A. § 2307

OCTOBER 2009

October 15 (Thursday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the October quarter (July 1-Sept. 30). 2 U.S.C. § 434(a)(2)

DECEMBER 2009

December 22 (Tuesday)

First day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (70 days before town meeting). 17 V.S.A. §§ 2641(a), 2645(a)(3) and (6)

2010

JANUARY 2010

January 1 (Friday)

Last day to warn the first public hearing if charter adoption, amendment or repeal is to be voted at town meeting (60 days before town meeting). 17 V.S.A. §§ 2641(a), 2645(a)(3) and (6)

January 21 (Thursday)

First day town clerks may post warnings for town meeting (40 days before the meeting). 17 V.S.A. §2641(a)

Last day for receipt of petitioned articles to be added to the town meeting warning. (Petition must have been signed by five percent of the legal voters of the municipality.)
17 V.S.A. § 2642(a)

JANUARY 2010 (cont.)

January 21 (Thursday) (cont.)

Last day for Board of Civil Authority to designate polling places and, if necessary, divide the checklist according to geographic boundaries. 17 V.S.A. § 2501(a)

January 22 (Friday)

Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on town meeting day (10 days before first public hearing). 17 V.S.A. § 2645(a)(2)

January 25 (Monday)

In Australian ballot towns, nominating petitions for town offices must be filed with the clerk of the municipality no later than 5:00 p.m. (sixth Monday before the election) A nominating petition must be signed by 30 voters or one percent of the legal voters, whichever is less. 17 V.S.A. § 2681(a) and (b)

January 26 (Tuesday)

In Australian ballot towns, Town Clerk receiving petitions for candidates running for municipal office must return any defective petitions to the candidate (within 24 hours of receipt). 17 V.S.A. § 2681(e)

January 27 (Wednesday)

In Australian ballot towns, a candidate may withdraw by notifying the municipal clerk in writing no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(d)

In Australian ballot towns, supplementary petitions for municipal candidates whose original petitions were defective must be filed no later than 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(e)

In Australian ballot towns, candidates for municipal office must file a consent of candidate form with the municipal clerk by 5:00 p.m. (Wednesday after the filing deadline). 17 V.S.A. § 2681(a)

January 30 (Saturday)

Last day for U.S. Congressional candidates to file FEC non-election year year-end report. (July 1-Dec. 31). 2 U.S.C. § 434(a)(2)

January 31 (Sunday)

This is the last day that the warning and notice for town meeting may be posted (30 days before the election). 17 V.S.A. §§ 2521(a) and 2641(a)

Checklist must be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with population over 5,000. In towns with less than 5,000 population, the checklist must only be posted in one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a)

FEBRUARY 2010

February 1 (Monday)

Last day to hold first public hearing on charter amendments if article is to be voted at town meeting. First public hearing shall be at least 30 days before the meeting.
17 V.S.A. §§ 2103(13), 2645(a)(3)

February 10 (Wednesday)

In Australian ballot towns, ballots for local officers and local public questions shall be prepared by the town clerk and available not later than 20 days before the election.
17 V.S.A. § 2681a(a)

First day for legislative body to post warning for public informational hearing (to be held on or after 2/20/10) on any public question to be voted by Australian Ballot at town meeting.
17 V.S.A. § 2680(g)

February 20 (Saturday)

First day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting. 17 V.S.A. § 2680(g)

Last day to post sample ballots (for the municipal election) in the same places as the warning, notice, and checklist (not later than 10 days prior to town meeting). 17 V.S.A. § 2522(a)

Selectboard must mail or otherwise distribute town meeting warning in annual town report by this date to avoid publishing warning in newspaper (at least 10 days before town meeting).
17 V.S.A. §2641(b)

Last day for legislative body to post warning for public informational hearing (to be held on or before 3/1/10) on public question to be voted by Australian ballot at a town meeting.
17 V.S.A. §2680(g)

Voting machines must be tested using official ballots that are clearly marked “test ballots” (at least 10 days before the election). 17 V.S.A. § 2493(b)

February 22 (Monday)

A local candidate who has made expenditures or accepted contributions of \$500 or more shall file a campaign finance report ten days prior to the election. 17 V.S.A. §§ 2822, 2103(13)

During the eight days preceding election day, and on election day, the clerk shall divide the list of ill and physically disabled early or absentee voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. § 2538(b)

February 24 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist to vote at town meeting. Town clerks' offices must be open from 3:00 p.m. to 5:00 p.m. to accept applications.
17 V.S.A §2144(a)

FEBRUARY 2010 (cont.)

February 24 (Wednesday) (cont.)

Last day, until 5:00 p.m., for people who are not eligible to register by this date but who will be eligible by election day to file a written notice of intent to apply with the town clerk and to request an early or absentee ballot. 17 V.S.A. § 2144(b) and (c)

Last day to receive a request for an application for addition to the checklist accompanying an early or absentee ballot request (by 5:00 p.m.). 17 V.S.A. § 2532(b) and (c)

February 25 (Thursday)

Town meeting warning must be published in newspaper by this date if town report has not been distributed otherwise (five days before the meeting). 17 V.S.A. § 2641(b)

Last day for Town Clerk to forward to the Board of Civil Authority a list of voters added to the checklist (at least five days before town meeting). 17 V.S.A. § 2144b(d)

February 27 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring a political balance in each pair, to deliver early or absentee ballots to ill and physically disabled voters (not later than three days prior to the election). 17 V.S.A. § 2538(a)

MARCH 2010

March 1 (Monday)

Voters, family members, authorized persons or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day. 17 V.S.A. § 2531(a). Clerks must make a list of all early or absentee voters available upon request at their office. 17 V.S.A. § 2534

Board of Civil Authority must appoint a presiding officer if the town clerk or other regular presiding officer is unable to preside at the Australian Ballot portion of town meeting or if more than one polling place is used. 17 V.S.A § 2452

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a) and (b)

The presiding officer shall make sure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day. 17 V.S.A. § 2523(b)

Prior to the day of the election, Board of Civil Authority must appoint assistant election officers for town meeting. 17 V.S.A. § 2454

MARCH 2010 (cont.)

March 1 (Monday) (cont.)

Last day for legislative body to hold public informational hearing on any public question to be voted by Australian Ballot at town meeting. 17 V.S.A. § 2680(g)

March 2 (Tuesday) TOWN MEETING

A meeting of the legal voters of each town shall be held annually on the first Tuesday in March unless the town charter changes the date or the voters have voted to begin on one of the three days preceding the Tuesday. 17 V.S.A. §§ 2640(a) and (b), 2631

Clerks must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. § 2534

March 9 (Tuesday)

Last day for selectboard or town clerk to warn a run-off election if there was a tie vote for any Australian Ballot race at town meeting (within seven days after election). 17 V.S.A. § 2682(e)

March 12 (Friday)

Last day for a losing candidate for local office in a municipality using the Australian ballot system of voting to request a recount (within 10 days after the election). 17 V.S.A. § 2683(a)

Deadline for a voter to file a request for a recount with the town clerk of any issue voted by Australian Ballot (within 10 days after the election). 17 V.S.A. § 2688

Last day for a local candidate who has made expenditures or accepted contributions of \$500 or more to file a campaign finance report with the Town Clerk. 17 V.S.A. § 2822

Last day for town clerk to certify to the secretary of state each proposal of (charter) amendment showing the facts as to its origin and the procedure followed. 17 V.S.A. §2645(b)

March 17 (Wednesday)

Last day that a legal voter may contest the results of the local election results from the town meeting (within 15 days after the election). 17 V.S.A. § 2603(c)

March 18 (Thursday)

First day a run-off election may be held (15 days after the warning of the run-off election). 17 V.S.A. § 2682(e)

March 31 (Wednesday)

Last day a run-off election may be held (22 days after warning; warning within seven days after election). 17 V.S.A. § 2682(e)

APRIL 2010

April 1 (Thursday)

Last day for voters to file petitions for reconsideration or rescission of articles voted on at town meeting (within 30 days of the meeting). 17 V.S.A. § 2661(b)

April 15 (Thursday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the April quarter (Jan. 1-Mar. 30). 2 U.S.C. § 434(a)(2)

MAY 2010

May 31 (Monday)

In towns using Australian Ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as otherwise provided by law (90 days after town meeting election). 17 V.S.A. § 2590(d)

JUNE 2010

June 7 (Monday)

First day for major party or independent candidates to file primary petitions and consent forms for the Primary Election (no sooner than the first Monday in June). 17 V.S.A. §2356

JULY 2010

July 15 (Thursday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the July quarter (Apr. 1-Jun. 30). 2 U.S.C. § 434(a)(2)

July 19 (Monday)

Primary Petitions and Consent Forms for candidates who wish to be on the ballot for a Major Party primary shall be filed not later than 5:00 p.m. on the third Monday of July preceding the primary election. 17 V.S.A. §§ 2356, 2361

July 22 (Thursday)

Last day for town and county clerks to notify the secretary of state of the names of all candidates, offices for which they have filed, and whether the petition conforms to statutory requirements (correct number of signatures). 17 V.S.A. § 2359

Last day for clerks to return non-conforming petitions (within 72 hours of receipt of petition) to candidates with written statement why it cannot be accepted and requesting supplemental petitions by July 31 (not later than 10 days after the date for filing petitions). 17 V.S.A. § 2358(a) and (b)

JULY 2010 (cont.)

July 29 (Thursday)

By 5:00 p.m., supplementary petitions originally rejected by the town or county clerks must be filed with the appropriate filing officer to qualify for the primary (not later than 10 days after the date for filing petitions). The petitions will again be subject to review in the same manner as the original submission. 17 V.S.A. § 2358(a) and (b)

As a courtesy to your town political party chairs, remind them that they must call a meeting of party members in town to nominate justices of the peace on or before the first Tuesday of September. They will be receiving a mailing from their party with more specific instructions.

July 31 (Saturday)

Last day for officials who have received supplementary petitions from candidates to notify the secretary of state of the status of such petition (not later than two days after the last day for filing supplementary petitions). 17 V.S.A. §§ 2103(13), 2359

AUGUST 2010

August 3 (Tuesday)

Town clerks receive at least five copies of the warning and notice for each polling place in the town (at least five days before they must be posted). Blanks should be filled in on each warning by the town clerk, listing the polling place, address and the time polls open in each town. 17 V.S.A. § 2521(b)

August 5 (Thursday)

Last day for clerks to request additional ballots for the Primary Election, due to unusual growth of the checklist (at least 40 days before the election). 17 V.S.A. § 2478(d)

Last day for the board of civil authority to divide the checklist and designate polling places with the town or city (at least 40 days before the election). 17 V.S.A. § 2501(a) and (b)

Candidates for statewide offices, state senatorial candidates, state representatives, state political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state 40 days before the primary. 17 V.S.A. § 2811(a)(1). Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

August 15 (Sunday)

Last day for posting the warning and notice for the primary (30 days before the election). 17 V.S.A. § 2521(a) The checklist must also be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with over 5,000 population. In towns with less than 5,000 population, the checklist must only be posted one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a). In towns that divide their checklist, that portion of the checklist that applies to the district should be posted in each district.

AUGUST 2010 (cont.)

August 16 (Monday)

Town clerks must receive primary ballots (not later than 30 days before the election). Clerks should store the ballots, except those used for sample ballots and early or absentee ballots, in a secure location until the date of the election. 17 V.S.A. §§ 2479, 2103(13)

August 25 (Wednesday)

Last day for town clerks to post sample ballots (for the primary election) in the same places that have previously posted copies of the warning, notice, and checklist (20 days before primary). 17 V.S.A. § 2522(a)

Candidates for state office, state senate, state representative, political parties, and political committees, who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state by 5:00 p.m. 17 V.S.A. §§ 2811(a)(1), 2103(13) (25th of each month.) Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

August 31 (Tuesday)

Last day to post notice (in three public places) of party caucus to nominate candidates for justice of the peace. (seven days before caucus) 17 V.S.A. § 2413 (d)

SEPTEMBER 2010

September 2 (Thursday)

Last day for U.S. Congressional candidates to file FEC 12-day pre-primary reports (July 1-Aug. 24). 2 U.S.C. § 434(a)(2)

September 3 (Friday)

Last day for political parties in towns of population more than 1,000 to publish notice of caucus to nominate candidates for justice of the peace in a newspaper having general circulation in the town. (three days before caucus) 17 V.S.A. § 2413(d)

First day for minor political party candidates, nominees of major parties that have failed to nominate candidates in the primary, and justice of the peace candidates nominated by party caucus to file statements of nomination with the appropriate filing officer (not more than 60 days before the general election). 17 V.S.A. § 2386

September 4 (Saturday)

Voting machines must be tested using official ballots that are clearly marked "test ballots" (at least 10 days before the election). 17 V.S.A. §2493(b)

SEPTEMBER 2010 (cont.)

September 6 (Monday)

Candidates for county office (probate judge, assistant judges, state's attorneys, sheriffs, high bailiff and justice of the peace) to file ten-day pre-primary campaign finance reports with the county clerk with whom nomination papers were filed. If a filing deadline falls on a Saturday, Sunday or legal holiday, then the deadline shall be extended to the next business day. 17 V.S.A. §§ 2821 and 2103(13)

During the eight days immediately preceding and on election day, the clerk shall divide the list of ill and physically disabled early or absentee voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. §§ 2538(b), 2103(13)

September 7 (Tuesday)

On or before the first Tuesday in September, upon the call of the town committee, party members in town may meet and nominate candidates for justice of the peace. 17 V.S.A. § 2413 If no caucus is held, the town committee meets and nominates candidates for justice of the peace. 17 V.S.A. § 2381(a)(3)

September 8 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist to vote in the primary. Clerks' offices must be kept open from 3:00 p.m. to 5:00 p.m. to receive applications. 17 V.S.A. §§ 2144(a) and (b), 2103(13)

Last day for town clerks to receive a simultaneous request for an application for addition to the checklist accompanying an early or absentee ballot request. 17 V.S.A. §§ 2532(b) and (c), 2103(13)

Last day for people who are not eligible to register by this date but who will be by election day to file a written notice of intent to apply with the town clerk and to apply for an early or absentee ballot. 17 V.S.A. §§ 2144(b) and (c), 2103(13)

September 9 (Thursday)

Last day for Town Clerk to forward to the Board of Civil Authority a list of voters added to the checklist (at least five days before election). 17 V.S.A. § 2144b(d)

September 11 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring political balance, to deliver early or absentee ballots to ill and physically disabled voters. (three days prior to the election.) 17 V.S.A. § 2538(a)

SEPTEMBER 2010 (cont.)

September 13 (Monday)

Voters, family members, authorized persons, or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office on this day.

17 V.S.A. § 2531(a) Clerks must make a list of early or absentee voters available upon request in their offices. 17 V.S.A. § 2534

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a)

The presiding officer shall also ensure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day.

17 V.S.A. § 2523(b)

**SEPTEMBER 14 (Tuesday)
PRIMARY ELECTION DAY**

A primary election shall be held on the second Tuesday of September in each even numbered year for the nomination of candidates of major political parties for all offices to be voted for at the succeeding general election, except candidates for president and vice president of the United States, their electors, and justices of the peace. 17 V.S.A. § 2351

Clerks must make a list of all early or absentee voters available upon request in each polling place as soon as it opens. 17 V.S.A. § 2534

PLEASE OVERNIGHT YOUR OFFICIAL RETURNS (ORV) to the Office of the Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1101. We must data enter all results on Friday, Saturday, and Sunday in order to have the Statewide Canvassing Report for 10 a.m. on Tuesday.

September 15 (Wednesday)

Representative district canvassing committees for single town districts meet at 10:00 a.m. to tally returns. 17 V.S.A. § 2368

September 16 (Thursday)

In a manner prescribed by the Secretary of State and within 48 hours of the close of the polls, the town clerk shall deliver one certified copy of the official return of vote to the secretary of state, representative district clerk, senatorial district clerk and county clerk. 17 V.S.A. § 2588

September 17 (Friday)

Representative district canvassing committees in multi-town districts, and canvassing committees for state senator and county offices meet at 10:00 a.m. to tally returns. (three days after the election.) 17 V.S.A. § 2368

SEPTEMBER 2010 (cont.)

September 17 (Friday) (cont.)

Last day for canvassing committees in single town districts to prepare and sign certificates of nomination and mail or deliver in person to each candidate nominated a notice of nomination. (within two days after the canvassing meeting) 17 V.S.A. § 2371(a)

Last day for validly nominated candidates to withdraw their names from the ballot by filing a written notice with the town clerk in the case of a justice of the peace, or with the secretary of state in the case of all other offices (third day following the primary). 17 V.S.A. § 2412

Last day for independent and minor political party candidates, nominees of major parties that have failed to nominate candidates in the primary, and candidates for the office of justice of the peace to file statements of nomination with the appropriate filing officer (third day following the primary election). 17 V.S.A. § 2386

Canvassing committee for single member district must also file with the secretary of state a list (the "canvassing report") showing the vote for each candidate of each party for each office. 17 V.S.A. § 2371(a)

September 20 (Monday)

Last day for canvassing committees in multi-town representative districts and for countywide offices and for state senator to prepare and sign certificates of nomination and mail or deliver in person to each candidate nominated a notice of his or her nomination. (two days after the canvassing meeting) 17 V.S.A. §§ 2371(a), 2103(13)

September 21 (Tuesday)

Canvassing committees for statewide and congressional offices meet at 10:00 a.m. to tally returns (one week after the primary) 17 V.S.A. § 2368

September 23 (Thursday)

Last day for clerks to request additional ballots for the General Election, due to unusual growth of the checklist. (40 days prior to the election.) 17 V.S.A. § 2478(d)

Last day for the board of civil authority to divide the checklist and designate polling places for the general election. 17 V.S.A. § 2501(a)

September 24 (Friday)

Last day for a losing candidate to request a recount (within 10 days after the election). 17 V.S.A. § 2602(b)

Last day that a candidate nominated by more than one political party for the same office may elect the party or parties in which the nominee will be a candidate (2nd Friday following primary). The nominee shall notify the Secretary of State or town clerk, as the case may be, of such choice. 17 V.S.A. §2474

SEPTEMBER 2010 (cont.)

September 24 (Friday) (cont.)

Last day for party committees to nominate a candidate due to the death or withdrawal of a candidate after the Primary Election. The party committee has seven days from the date of withdrawal of a candidate. 17 V.S.A. §2386(b)

September 25 (Saturday)

Within five days of the date of mailing or personal delivery of a statement of nomination to a candidate for state representative from a single town district, that candidate may request that an error in the candidate's name, residence or party affiliation be corrected or that the candidate's preference as to the candidate's own name be used on the ballot, as well as choosing which party affiliation will be listed if the candidate was nominated by more than one party. 17 V.S.A. §§ 2371(b), 2474

September 27 (Monday)

Candidates for state office, state senate, state representative, political parties, and political committees, who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state by 5:00 p.m. 17 V.S.A. §§ 2103(13), 2811(a)(1). (25th of each month.) Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

Last day that a candidate for county office (probate judge, assistant judge, state's attorney, sheriff, high bailiff and justice of the peace), state senator, or state representative from a multi-town district may request that an error in the candidate's name, residence or party affiliation be corrected, or that the candidate's preference as to the candidate's own name be used on the ballot (within five days of mailing of certificates). 17 V.S.A. §§ 2371(b), 2103(13)

September 28 (Tuesday)

Town clerks receive at least five copies of the warning and notice for each polling place in the town (at least five days before they must be posted). Blanks should be filled in on each warning by the town clerk, listing the polling place, address and the time polls open in each town. 17 V.S.A. § 2521(b)

September 29 (Wednesday)

Last day that a legal voter may contest the results of the primary election (within 15 days after the election). 17 V.S.A. § 2603(c)

OCTOBER 2010

Elections office: Mailing to all primary candidates re: filing statement of spending 10 days after GE.

OCTOBER 2010 (cont.)

October 3 (Sunday)

Last day to post the warning and notice for the general election (30 days before the election). 17 V.S.A. § 2521(a) The checklist must also be posted in two or more public places in the town in addition to being posted at the town clerk's office in towns with over 5,000 population. In towns with less than 5,000 population, the checklist must only be posted one place in addition to the clerk's office. 17 V.S.A. §§ 2141, 2521(a) In towns that divide their checklist, that portion of the checklist that applies to the district should be posted.

October 4 (Monday)

Town clerks will receive general election ballots by this date (not later than 30 days before the election). Clerks should store the ballots, except those used for sample ballots and early or absentees, in a secure location until the date of the election. 17 V.S.A. §§ 2479, 2103(13)

October 13 (Wednesday)

Last day for town clerks to post sample ballots (for the general election) in the same places that have previously posted copies of the warning, notice, and checklist. (20 days prior to the election.) 17 V.S.A. §2522(a)

October 15 (Friday)

Last day for U.S. Congressional candidates to file FEC quarterly reports for the October quarter (Aug. 25-Sept. 30). 2 U.S.C. § 434(a)(2)

October 21 (Thursday)

Last day for U.S. Congressional candidates to file FEC 12-day pre-general election reports (Oct. 1-Oct. 19). 2 U.S.C. § 434(a)(2)

October 25 (Monday)

Candidates for state office, state senator, state representative, political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state by 5:00 p.m. 17 V.S.A. § 2811(a)(1) Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

Candidates for county office (probate judge, assistant judge, state's attorney, sheriff, high bailiff and justice of the peace) who have raised or expended \$500 or more must file a ten-day pre-general campaign finance report with the county clerk. If a filing deadline falls on a Saturday, Sunday or legal holiday, then the deadline shall be extended to the next business day. 17 V.S.A. §§ 2821(a)(2) and 2103(13) Copies of these reports must be forwarded by the county clerk to the secretary of state within five days of receipt. 17 V.S.A. § 2821(c)

OCTOBER 2010 (cont.)

October 25 (Monday) (cont.)

During the 8 days preceding the election and on election day, the clerk shall divide the list of ill and physically disabled voters into as many equal parts as there are pairs of designated justices, and deliver those lists to the justices, together with early or absentee ballots and envelopes. 17 V.S.A. § 2538(b)

October 27 (Wednesday)

Last day, until 5:00 p.m., to apply for addition to the checklist in order to vote in the general election. Clerks' offices must be kept open from 3:00 p.m. to 5:00 p.m. to receive applications. 17 V.S.A. § 2144(a)

Last day, until 5:00 p.m., for people who are not eligible to register by this date but who will be by election day to file a written notice of intent to apply with the town clerk. 17 V.S.A. § 2144(b) and (c)

Last day for town clerks to receive a request for an application for addition to the checklist accompanying an early or absentee ballot request. 17 V.S.A. § 2532(b) and (c)

October 28 (Thursday)

Last day for Town Clerk to forward to the Board of Civil Authority a list of voters added to the checklist (at least five days before election). 17 V.S.A. § 2144b(d)

October 30 (Saturday)

Last day for the board of civil authority to designate pairs of justices of the peace, assuring political balance in each pair, to deliver early or absentee ballots to ill and physically disabled voters (not later than three days before the election). 17 V.S.A. § 2538(a)

NOVEMBER 2010

November 1 (Monday)

Voters, family members, authorized persons, or health care providers may request early or absentee ballots until 5:00 p.m. or the closing of the town clerk's office. 17 V.S.A. § 2531(a)
Clerks must make a list of early or absentee voters available upon request in their offices. 17 V.S.A. § 2534

The presiding officer of each polling place must also post a copy of the warning and notice, sample ballots and the current checklist in a conspicuous place in each polling place before the polls open on election day. 17 V.S.A. § 2523(a)

The presiding officer shall also ensure that signs informing voters of procedures for depositing ballots are placed on or near the ballot boxes before the polls open on election day. 17 V.S.A. § 2523(b)

NOVEMBER 2010 (cont.)

**November 2 (Tuesday)
GENERAL ELECTION DAY**

Clerks must make a copy of all early or absentee voters available at their office and in each polling place as soon as it opens. 17 V.S.A. § 2534

November 4 (Thursday)

In a manner prescribed by the Secretary of State and within 48 hours of the close of polls, the town clerk shall deliver one certified copy of the official return of vote to the secretary of state, representative district clerk, senatorial district clerk and county clerk. 17 V.S.A. § 2588

**PLEASE OVERNIGHT YOUR OFFICIAL RETURNS (ORV) TO THE OFFICE OF
THE SECRETARY OF STATE, 26 Terrace Street, Montpelier, VT 05609-1101.**

November 9 (Tuesday)

At 10:00 a.m. all canvassing committees (statewide, county, senatorial, and representative) must meet to tally returns. 17 V.S.A. § 2592(g) and (h) The committee shall prepare certificates of election and send or deliver these to the candidates elected, except the statewide committee shall prepare the certificates but not sign them. Each canvassing committee shall also file a canvassing report of its findings with the Secretary of State. 17 V.S.A. § 2592(m)

November 12 (Friday)

Deadline for filing ten-day post election campaign finance reports by candidates for local office (probate judge, assistant judge, state's attorney, sheriff, high bailiff and justice of the peace) who have expended or received \$500.00 or more. Local candidates shall file these reports with the town clerk. 17 V.S.A. § 2822

Last day for a losing candidate to request a recount (within 10 days after the election).
17 V.S.A. § 2602(b)

Candidates for state office, state senator, state representative, political parties, and political committees who have made expenditures or received contributions of \$500.00 or more must file campaign finance reports with the secretary of state by 5:00 p.m. 17 V.S.A. § 2811(a)(1). Candidates for state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)

Last day for statewide and general assembly candidates who have not made expenditures and received contributions of \$500.00 or less to file statement with the Secretary of State's office that candidate has not made expenditures or received contributions of more than \$500.00.

November 17 (Wednesday)

Last day that a legal voter may contest the results of the general election (within 15 days after the election). 17 V.S.A. § 2603(c)

DECEMBER 2010

December 2 (Thursday)

Last day for U.S. Congressional candidates to file FEC 30-day post-general reports (Oct. 20-Nov. 28), 2 U.S.C. § 434(a)(2)

December 13 (Monday)

Deadline for filing forty-day post election campaign finance reports with the Secretary of State by candidates for statewide office, state senator, state representative, political committees, and political parties who have expended or received \$500.00 or more. Also deadline for filing forty-day post election campaign finance reports by county office candidates who have made expenditures or received contributions of \$500.00 or more. County candidates (probate judge, assistant judge, state's attorney, sheriff, high bailiff and justice of the peace) shall file with the county clerk with whom his or her nomination papers were filed. Copies of these reports must be forwarded by the county clerks to the secretary of state within five days of receipt.

17 V.S.A. §§ 2811, 2821(c), 2831 If a filing deadline falls on a Saturday, Sunday or legal holiday, then the deadline shall be extended to the next business day. 17 V.S.A. § 2103(13) Candidates for the state senator or state representative must also file such reports with the clerk of the candidates' respective senate or house district (the same clerk where the candidate files nominating petitions). 17 V.S.A. § 2811(e)