



# ELECTIONS BULLETIN

**To:** Town and City Clerks  
**From:** Kathy DeWolfe  
**Re:** HAVA User Guide (for the Statewide Voter Checklist)  
**Date:** March 13, 2009

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Enclosed you will find one newly revised color copy of the HAVA User Guide for the Statewide Voter Checklist. Please recycle your older version, and use this version (March 2009) as your guide. We suggest you keep it in tab 4 of the Election Guides binder from our office. If you would like additional copies, please make copies in your office (we are providing one color copy per town).

Items to take care of since Town Meeting:

- If you are a newly elected town clerk, please make sure to contact our office to let us know who you are and your email address! We will also set up a new Statewide Checklist user account for you, and provide you with elections materials and Statewide Checklist training information. You can reach us at any of the email addresses/phone numbers listed at the bottom of this bulletin.
- THANK YOU to the many town clerks who have already completed the 2009 Town Meeting Day Survey. It was sent to you as a link by email on March 4, and is online through Survey Monkey. If you have not yet completed it—please get it done by March 27! Call Katie with any questions.
- All town officers should take their oaths of office and these oaths must be filed in your office (except town clerk, assistant town clerk, and constable are filed with the county clerk). The oaths are available on our website, [www.vermont-elections.org](http://www.vermont-elections.org), under the Town Clerks-Election Workers link.
- If you haven't already, check to see if you have any inactive voters who were challenged before November 2006. If these voters have not responded nor voted since they were challenged, they can now be purged after BCA approval. 17 V.S.A. 2150(d)(5) If you don't remember if you have voters challenged before the November 2006 General Election, we suggest you use the Batch Purge feature on the HAVA Statewide Checklist. It will provide you with a list of voters to ask the BCA to approve for purging. (Details on purging voters are in your HAVA User Guide, page 20.)
- Now is also a good time to begin challenging voters who have left your town. Call a meeting of the BCA to review your checklist and create a list of voters to challenge. (Details on challenging voters are in your HAVA User Guide, pages 18-19.)

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