



ELECTIONS BULLETIN

To: Town and City Clerks
From: Kathy DeWolfe
Melanie Hodge
Re: Names of All Assistant Town Clerks (or if none, name of chair of BCA)
Town Meeting Information Sheets
HAVA Statewide Voter Registration Checklist – New Clerk and Refresher Training
Update of User Guide for the Statewide Voter Registration Checklist
Date: April 5, 2007

Welcome aboard to all new clerks and congratulations to all re-elected clerks.

Assistant Clerks – We need names

There are a number of occasions when our office needs to know the names of Assistant Town Clerks. We forgot to add this request to our Town Meeting Information Sheets. **We are asking all Town Clerks to please complete the top section of the attached form and return it to our office by April 20th, providing the name(s) of all Assistant Town Clerks** (if an Assistant has a particular assignment, please note, i.e., land records only, or statewide checklist data entry). If you do not have an assistant (small towns), please provide the name of the chair of your BCA or a member of the BCA, or another legal voter that you would ask for assistance if you became unavailable.

Annual Town Meeting Information Sheets

Thank you to all clerks who have submitted their Town Meeting Information Sheet. **We have 27 towns/cities that have not yet sent us the information sheet.** (We are aware that some towns do not have meetings until May.) If you have had your Annual Meeting and have not yet sent the information sheet, please fax it to (802) 828-5171. If you cannot locate the information sheet, please email Melanie Hodge at mhodge@sec.state.vt.us.

Statewide Voter Registration Checklist: Training for New Clerks and Refresher Training

Our office will provide training on the statewide voter registration checklist system for all new clerks (and interested assistants) in May. We will provide refresher training for any interested clerks and assistant clerks in May/June. In order to pick locations for the refresher training(s), we need to know who is planning to attend.

We have reserved our conference room in Montpelier for Training for New Clerks from 2 until 4:30 on Tuesday May 1 and Tuesday May 8. If you are a new clerk and cannot attend either of these sessions, please email Melanie immediately at mhodge@sec.state.vt.us. (Current clerks can also sign up for the full training for new clerks if you feel you could benefit from it—particularly those who have not really used the system.)

We will schedule the refresher training(s) for clerks who have used the checklist application, but would like some assistance with particular questions, in several regions around the state right after the April 20th deadline. If you prefer a 1 pm to 2:30 p.m. session or a 3:00 to 4:30 p.m. session please note your preference on your form.

We are updating the HAVA User Guide to use with our training sessions. If you have comments or would like additional information provided in the guide, please send an email to mhodge@sec.state.vt.us.

Office of the VT Secretary of State – Elections Division

Phone: (802) 828-2464 or Toll-Free (800) 439-8683

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