

Election Day Guide

PREPARED BY THE BOARD FOR REGISTRATION OF VOTERS

WORKING DRAFT – UPDATED FOR TOWN MEETING DAY 2024

Table of Contents

| | |
|---|-----------------|
| Election Day Preparation | 3 |
| <i>BRV meeting</i> | <i>3</i> |
| <i>Login to VEMS.....</i> | <i>3</i> |
| <i>Burlington Interactive Map.....</i> | <i>3</i> |
| <i>Supplies to pack for yourself.....</i> | <i>4</i> |
| Election Day..... | 4 |
| <i>Arrive early & meet with Ward Clerk</i> | <i>4</i> |
| <i>Set up</i> | <i>5</i> |
| <i>After polls close.....</i> | <i>4</i> |
| <i>BRV Role Overview.....</i> | <i>4</i> |
| <i>Best Practices.....</i> | <i>4</i> |
| <i>VEMS Search Tips.....</i> | <i>5</i> |
| <i>VOTER SCENARIOS</i> | <i>6</i> |
| Additional reference | 8 |
| <i>17-Day Rule.....</i> | <i>8</i> |
| <i>Affirmation of Residence/Domicile</i> | <i>8</i> |
| <i>Burlington Interactive Map.....</i> | <i>9</i> |
| <i>BRV to Ward Clerk Form</i> | <i>9</i> |
| <i>Challenged Voters</i> | <i>9</i> |
| <i>Checklist Revision Form.....</i> | <i>10</i> |
| <i>Language Resources</i> | <i>11</i> |
| <i>Legal Resident Voting</i> | <i>11</i> |
| <i>Polling Places</i> | <i>12</i> |
| <i>Purged Voters</i> | <i>12</i> |
| <i>SSN Not Verified.....</i> | <i>12</i> |
| <i>Supplemental Voter Checklist</i> | <i>12</i> |
| <i>Under 18</i> | <i>13</i> |
| <i>Vermont Election Management System (VEMS).....</i> | <i>13</i> |
| <i>Voter Registration Form.....</i> | <i>13</i> |
| <i>Voter ID.....</i> | <i>13</i> |
| <i>More questions?</i> | <i>14</i> |

Election Day Preparation

BRV meeting

The BRV may opt to convene the week before an election or use the meeting before an election to prepare and make the following decisions:

- Ward assignments
- Designate “floater” member to bring extra forms and cover breaks
- Recruit volunteer assistants and assign to wards
- Schedule breaks

If you feel you need additional training before an election, please request it before these meetings.

Login to VEMS

Here is the link to the Vermont Election Management System (VEMS):

<https://electionmgmt.vermont.gov/>

BRV members should log into VEMS a couple weeks ahead of time.

Troubleshooting login issues with the Vermont Secretary of State and Burlington’s IT department takes time and it’s very important we each have access to VEMS on Election Day.

Burlington Interactive Map

Make sure you are familiar with the Burlington Interactive Map. The BRV uses this tool to verify a voter’s ward and district. It is available here:

<https://www2.burlingtonvt.gov/Clerk/Elections/Map/>

Supplies to pack for yourself

The City of Burlington will supply most things you need—laptop, forms, table and chairs, pens, etc.—but bring anything else you need to be comfortable. It’s a 12-hour day!

- Cell phone & charger
- Personal laptop/iPad
- Extra clothing layers
- Food, snacks, water/drinks, utensils
- Chair cushion
- Face mask or other PPE
- Vertical rack to hold forms

Election Day

Arrive early & meet with Ward Clerk

Get to the polls at 6:30–6:45 AM to allow time to set up your workspace and check in with the Ward Clerk. Touch base on the following:

1. **Supplemental checklist.** This list should be at the back of the official checklist at each check-in table.
2. **All Legal Resident voters.** Confirm checklist table has separate, color-coded list and forms.
3. **Same-day registrations.** The Ward Clerk should designate someone to staff a separate same-day registration table.
4. **BRV “flag” cards.** These should be at each check-in table and election workers should understand what each means.
5. **Affirmation of Residence/Domicile.** Check-in tables should each have a stack of these for challenged voters who don’t need the BRV’s assistance.
6. **Translation services.** Confirm what resources are available for non-English speaking voters.

Set up

1. **BRV table location.** The BRV table should be outside the voting area and clearly separate from the check-in tables. It should be located next to a functional outlet and have a couple chairs for voters to sit. The BRV “Voter Help” banner should be displayed.
2. **Laptop.** The Election Day materials folder should contain laptop directions and a Wifi password or “hot spot” directions. Log into VEMS and pull up the ward/district map.
3. **Organize your forms.** Call the City Clerk if you run low during the day on any of the first three forms. Use the City Clerk folder to return completed forms at the end of the day. Use the shredding folder for mistake forms with voter info that shouldn’t go in the recycle bin.
 - BRV Election Day Guide
 - Legal Resident checklist
 - Checklist Revision form
 - BRV to Ward Clerk form
 - Affirmation of Residence/Domicile form
 - Voter Registration form
 - Voter Oath
 - Unverified SSN fact sheet
 - Translation services info
 - Volunteer sign-up sheet
 - BRV phone numbers
 - Shredding folder
 - “Return to City Hall” folder
 - Payroll form
 - Name tags
4. **Covid-19 protocol.** In the event Covid-19 or other viral transmission rates are high in the community, the following protocols may apply: mask requirement, one-way traffic flow, frequent cleaning of all touch points, 6-foot distance markers in areas where lines will form, blocking off every other voting booth, and avoid overcrowding. These guidelines may vary based on current public health guidance.
5. **Other.** If you need an extension cord or anything else comes up related to the building, consult the Ward Clerk for your polling place.

After polls close

The polls close at 7:00 PM. Pack up the BRV folder and laptop, including all completed time sheets, and confirm with the Ward Clerk or their staff they will return these to City Hall. In the unlikely event you need to drop these off at City Hall yourself please do so within 24 hours of the polls closing.

BRV Role Overview

On Election Day inside the polling place, the voter first goes to the checklist table(s) where ward staff verify:

1. Voter's name appears in the official copy of the printed checklist,
2. Address on file is correct, and
3. No other issues have been flagged.

If there are no issues, the voter is handed a ballot (or hands the ward staff their sealed voted absentee ballot) and this is recorded in the printed checklist.

If there is an issue, and the voter's eligibility to vote in that election, in that ward and district, cannot immediately be determined, the checklist worker sends the voter to the BRV. The BRV's job is to evaluate the issue and determine the voter's eligibility with certainty.

Review the following Best Practices, VEMS Search Tips, and the Voter Scenarios table before and during an election.

Best Practices

- **For each voter you help**, review their registration in VEMS, confirm their address is current, and look up their ward and district in the Burlington Interactive Map.
- The **BRV TO WARD CLERK** form—sign this form, hand it to the voter, and tell them to provide it to the checklist table staff. The checklist table staff use the form to make the required change in the printed checklist before providing the voter a ballot.
- Completed **CHECKLIST REVISION** forms and **AFFIRMATION OF RESIDENCE/DOMICILE** forms (when administered by the BRV) are filed in the BRV "Return to City Hall" folder.

- Names can be hard to understand. You can have a voter write their name on a piece of paper.
- **Do not ask to see ID.**
- When you finish helping a voter, if a long line has formed at the checklist table, escort the voter to the front of the line.

VEMS Search Tips

- Start by searching last name and first initial under “Voter Inquiry.”
- Search results list is color coded: pink for purged, yellow for challenged, green for active, and white for not-verified driver’s license or SSN.
- The not verified driver’s license or SSN status only appears in the search result list, not the registration record itself.

| Town | Status | Status Date |
|------------|--------------------------|-------------|
| BURLINGTON | Active - Not Verified DL | 12/15/2023 |

- Voters who need to take their oath are not color-coded and appear active in the search results list. The “Oath Taken: No” is visible in the full registration record:

| | | |
|---|--------------------------------|--------------|
| Voting District: | Senate | Rep |
| | CHI CT 1 (CHITTENDEN-CENTRAL_) | CHI 18 (CHIT |
| Oath Taken: | No | |
| Are you willing to work as Poll worker: | Y | |
| ID / Documentation Provided: | Y | |
| Application Source: | AGENCY DMV | |
| Status: | ACTIVE | |

- If you have trouble locating a voter, here are some things you can try:
 - Check the “statewide search” box. Searches are “Burlington only” by default.
 - Search only the first few letters of a name.
 - Hit “clear” button to make sure all fields are cleared from previous search.
 - Search your own name.
 - Reboot your computer (last resort)
- For voters with the same name, check other fields such as DOB.

VOTER SCENARIOS

| ISSUE | SOLUTION |
|--|---|
| Address change (within Burlington) | If move happened more than 17 days ago, voter belongs in their new ward. Unless new address in the same ward, fill out the BRV TO WARD CLERK and direct voter to new polling place. In addition, either fill out a CHECKLIST REVISION form (voter is active) or an AFFIRMATION OF RESIDENCE/DOMICILE (voter is challenged). |
| Address change (moved away from Burlington) | If move happened more than 17 days ago, voter should register in their new town/city. Fill out the CHECKLIST REVISION form to note the change. |
| Challenge/inactive | All challenged voters must fill out an AFFIRMATION OF RESIDENCE/DOMICILE. The checklist workers may administer the form or send the voter to the BRV (especially when there is another issue such as an address change). If BRV administers the form, the BRV should file it in our “Return to City Hall” folder <u>and</u> provide the voter a BRV TO WARD CLERK form. |
| Language access | For phone interpreter support, TeleLanguage is available at (800) 514-9237 using CEDO’s account number 48527 . To set up 3-way conference call on a cell phone, press Add (+) and Merge (^). Tell the operator the language needed or the operator can help identify. <u>This service is free to the voter.</u> |
| Legal Resident | LOCAL ELECTIONS ONLY. Follow the same procedures as legal citizen voters but use BLUE version of forms. |
| Name misspelled or changed | Fill out the BRV TO WARD CLERK and the CHECKLIST REVISION form. |

VOTER SCENARIOS

| ISSUE | SOLUTION |
|--|--|
| Not in checklist - New voter - Moved to Burlington | Confirm voter is not yet in VEMS, resides in Burlington, and is in the right ward, then send them to same-day voter registration table. The Ward Clerk and their staff, not the BRV, handle new applications. Advise voters registering in Vermont will result in a notification to the Secretary of State's office in the state they were previously registered. |
| Not-verified driver's license (NVD) | Use the BRV TO WARD CLERK form and ask voter to write down their <u>Vermont</u> driver's license #, or if they don't have one, the last 4 digits of their SSN. |
| Not-verified SSN (NVS) | Use the BRV TO WARD CLERK and ask voter to write down the last 4 digits of their SSN. Confirm name and DOB correct. ** If this has happened to voter in more than one election, give them <i>Unverified SSN Fact Sheet</i> and Vermont Secretary of State Election Division phone number, (802) 828-2363. ** |
| Oath | If VEMS registration says oath was not taken, administer or allow the voter to self-administer the oath, and fill out the BRV TO WARD CLERK form. |
| Purged | Send voter to same-day voter registration table. |
| Registered recently/still processing | If someone registered recently, or at the DMV, their application may still be processing. Confirm voter is not in VEMS and send to same-day voter registration table. See "New Voter" instructions above. |
| Under 18 | If a voter will be 18 at the time of an election, they may vote in that election's primary. |

Additional reference

17-Day Rule

[17 V.S.A. § 2122\(b\)](#) provides that “a person shall retain the ability to vote in a town of former residence for a period of 17 days after becoming a resident of a new town.”

Affirmation of Residence/Domicile

This form should be completed every time a voter is challenged before allowing the voter to cast a ballot. Once the challenge has been resolved with this form, the voter is “active” and therefore entitled to submit their ballot and receive all automatically mailed ballots. The voter is affirming they DO live in Burlington and meet the eligibility criteria for voting in Burlington.

Here is the definition of “resident” and “domicile” from [17 V.S.A. § 2122\(b\)](#) (emphasis added):

*A person may have his or her name on the checklist only in the town of which the person is a resident. For the purpose of this chapter [Qualification And Registration Of Voters], "resident" shall mean a person who is domiciled in [Burlington] as evidenced by an intent to maintain a principal dwelling place in [Burlington] indefinitely and to return there if temporarily absent, coupled with an act or acts consistent with that intent. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time. However, a person shall retain the ability to vote in a town of former residence for a period of 17 days after becoming a resident of a new town. **A person may have only one residence at a given time.***

This definition is on the Affirmation of Residence/Domicile itself. If there’s any question of whether the voter should fill out this form, the voter should make sure they understand these definitions and use them to guide their decision to complete and sign the form.

Burlington Interactive Map

The Burlington Interactive Map is searchable by street address and provides up-to-date ward and district information. A hard copy “District/Ward Look-up” list is also provided in the BRV Election Day materials. This list corresponds to information available on the online map. Use the online map to make sure you are using the most up-to-date information. State districts were updated in 2022. City wards were updated in 2024.

BRV to Ward Clerk Form

The BRV to Ward Clerk form is like a memo from the BRV to the Ward Clerk staff. It allows the BRV to respond to any registration issue and communicate checklist changes to the Ward Clerk staff and that a voter should be allowed to vote. The signature line on the BRV to Ward Clerk form indicates the BRV member has evaluated the issue and determined voter eligibility with certainty and changes indicated on the form are OK to enter in the checklist.

Challenged Voters

The term “challenge” is a special term in voter registration. It refers to a formal notice the BRV collectively agrees to send the voter when the City has not received confirmation from the voter they still reside at the address currently listed on their registration. If a voter’s status is “challenged” that means their registration is no longer “active.” A challenged voter does not receive automatically mailed ballots and must confirm in writing they are still a Burlington resident before they are allowed to submit a ballot. The BRV has sole authority in Burlington to challenge voters per state statute and Burlington’s charter.

There are several ways a voter may be flagged for the BRV to consider challenging them. Voters are often curious about why they have been challenged so it’s important to be ready to explain the process. Here are the most common reasons a voter receives a challenge letter:

1. **Returned Mail.** Anytime mail sent by the City to the voter via the mailing address on their registration is returned to the City as undeliverable, the City of Burlington will flag this voter for the BRV to consider challenging. This is the most common reason a voter becomes challenged. The City of

Burlington sends special mailers for purposes of verifying residence, but other mail such as returned ballots also result in flagging a voter for BRV challenge review.

2. **Inactivity.** If a voter does not participate in two consecutive General Elections and during that time the BRV has not been able to determine the voter is still eligible to vote in Burlington, they will be challenged.
3. **Property Transfer Tax Form.** When someone sells their home the City receives a form showing the sale. If this form shows that a voter has sold their property that is listed as their legal address in their voter registration, the BRV will consider challenging that voter. If the form lists the seller's new address as outside of Burlington, the voter will be challenged.
4. **Other public information.** If the BRV receives a report that someone no longer lives in Burlington, e.g. a parent advising the BRV at the polls that their child has moved out of the state, the BRV may consider challenging that voter.

Whenever a voter is challenged, the voter can resolve the challenge by filling out an Affirmation of Domicile/Residence.

It's important to note that a challenged voter is still in the checklist and remains there until being purged.

Checklist Revision Form

The BRV uses the Checklist Revision form to update the Burlington voter checklist. It has a line for the voter to sign authorizing the change. These forms are returned to the City Clerk to enter information into VEMS after the election. Voters moving to or from Burlington should complete a new voter registration form and submit it in their new town/city instead of using the Checklist Revision Form. **Only a voter can authorize their own removal from the checklist, so it's important who signs the CHECKLIST REVISION form.** Someone else can fill out a form about another voter, but this will result in a recommendation to the BRV to challenge the voter.

Language Resources

The City of Burlington offers translated sample ballots, registration forms and information, ranked choice voting information, and other election materials in Arabic, Burmese, French, Nepali, Swahili, and Somali at <https://www.burlingtonvt.gov/ct/language-support>.

There is also a phone interpreter service, TeleLanguage, on Election Day through the Burlington Community & Economic Development Office (CEDO). Over 240 languages are supported. The number is **(800) 514-9237** and it works as a 3-way conference call. If you're using a cell phone, press Add (+) and Merge (^). The TeleLanguage operator will ask for the CEDO RRC account number: **48527**. You can tell the operator the language needed at this point, or the operator can help identify the language needed.

Legal Resident Voting

The City of Burlington voted in 2023 to amend the charter to allow all legal residents to vote in local elections. A legal resident is a resident of Burlington, who does not have U.S. Citizenship, but resides here legally. Legal Residents are eligible to vote in all Burlington elections, but are not eligible to vote in state or federal elections.

Currently in Vermont, only Burlington, Winooski, and Montpelier have All Legal Resident voting. At this time, legal resident voters are not included in VEMS. You will have a separate checklist for legal resident voters, printed on blue paper, in your BRV folder. Refer to this checklist whenever assisting a resident voter.

There are separate forms, all printed on blue paper, for All Legal Resident Voting, including: the voter registration application, the voter oath, the Affirmation of Residence/Domicile, the Checklist Revision Form, and the BRV to Ward Clerk form. Be sure to use these forms whenever assisting a legal resident voter.

More information is available here:

<https://www.burlingtonvt.gov/ct/elections/legalresidentvoting>

Polling Places

Voters who move away from Burlington may be directed to their polling place:

<https://sos.vermont.gov/elections/voters/polling-places/>

Purged Voters

Voters can be purged due a death notice, a notification from another state saying the voter has registered there, or written authorization from the voter. In these instances, the City Clerk and the BRV are each authorized by statute to purge the voter. A voter may also be purged if they have been challenged for two General Election cycles and have not taken any action to address the challenge. In this instance, only the BRV has authority to purge the voter.

SSN Not Verified

The voter must call the Secretary of State to permanently fix an “SSN Not Verified” issue that’s coming up every election. The Vermont Secretary of State’s Election Division phone number is (802) 828-2363. Here is what the SSN Not Verified info sheet says:

The most common reason why a voter’s record remains unverified is because of a difference in how the name appears between the voter record and what appears on the social security card. The verification process requires a match between the last four digits of the SSN, the date of birth, and the person’s name. If any of criteria do not match, the record is not verified. If all information is correct and the voter’s record remain unverified, instruct them to contact the Vermont Secretary of State’s office to present documentation needed to complete the verification process.

NOTE: although a Vermont driver’s license is not required to vote, if voter has acquired one since registering, updating their registration to include a Vermont driver’s license number will resolve a not-verified SSN issue permanently.

Supplemental Voter Checklist

The supplemental voter checklist is a list of voters who completed their voter registration after the Saturday before the election, when the City finalizes and prints the official checklist. Voters on the supplemental list will appear in VEMS.

Same-day registration voters will not appear on the supplemental list or in VEMS, as they still need to be added by the City Clerk after Election Day.

Under 18

[17 V.S.A. § 2121](#) says any person meeting all other eligibility requirements to vote in Vermont who will be 18 on or before a general election may register and vote in the primary for that election.

Vermont Election Management System (VEMS)

See VEMS Search Tips section above.

Voter Registration Form

The Ward Clerk or their designee, not the BRV, is responsible for handling same-day voter registrations. At each polling place on Election Day, there is a separate same-day voter registration table staffed by the designee. The Vermont Voter Registration Form is available on the Secretary of State website. Please note that the form was recently updated in February 2022. **New voters should be advised that registering in Vermont will result in a notification to the Secretary of State's office in the state they were previously registered.**

Voter ID

The Vermont Secretary of State webpage on Election Day FAQs says:

Am I required to show identification when I vote?

No. In Vermont, only first-time voters who have registered by mail have to show ID in order to vote. If you registered when you renewed your driver's license, or as part of a voter registration drive, you will not be required to show ID.

<https://sos.vermont.gov/elections/voters/voter-faqs/>

See also, [17 V.S.A. § 2563\(A\)\(i\)](#) on *Conduct of Elections – Process of Voting – Admitting Voter.*

More questions?

The City of Burlington and the Vermont Secretary of State have lots of resources to find answers to questions you may have about BRV responsibilities and Election Day practices. The following is a list of further resources available online with links, and contact information for Sarah Montgomery, Burlington's Election Clerk; the Burlington Office of the City Attorney; and the Vermont Secretary of State's Elections Division. Some concerns are best answered by the Vermont Secretary of State, especially if your concern falls outside of the BRV's scope of responsibilities which are limited to management of Burlington's checklist of registered voters.

City of Burlington

Board for Registration of Voters webpage –

<https://www.burlingtonvt.gov/CT/Board-for-Registration-of-Voters>

Voter Registration Form (March 2020) –

<https://outside.vermont.gov/dept/sos/Elections%20Division/voters/voterapplication.pdf>

Checklist Revision Form –

<https://www.burlingtonvt.gov/sites/default/files/CT/Elections/Checklist%20Revision%20Form%202014.pdf>

How to Vote – <https://www.burlingtonvt.gov/CT/Elections/How-to-Vote>

Election Language Support – <https://www.burlingtonvt.gov/ct/language-support>

Sample ballots & notices – <https://www.burlingtonvt.gov/CT/Sample-Ballots-Warnings-and-Notices>

Absentee ballot request (print form) –

<https://outside.vermont.gov/dept/sos/Elections%20Division/voters/vtabsenteerequestgeneric.pdf>

Ward Clerks and Inspectors of Election – <https://www.burlingtonvt.gov/CT/Ward-Clerks-and-Inspectors-of-Election>.

Vermont Secretary of State

How to Register to Vote in Vermont Elections (video) –

https://www.youtube.com/watch?v=G_xz4logETY

Voter FAQs – <https://sos.vermont.gov/elections/voters/voter-faqs/>

Voter Accessibility – <https://sos.vermont.gov/elections/voters/accessible-voting/>

Online Voter Registration – <https://olvr.vermont.gov/>

My Voter Page – <https://mvp.vermont.gov/>

2024 Election Procedures –

<https://www.burlingtonvt.gov/sites/default/files/Election%20Procedures%202024.pdf>

Statute on Elections (Title 17) – <https://legislature.vermont.gov/statutes/title/17>

Contact info

****Call Tenzin first with VEMS technical issues on Election Day****

Tenzin Chokden, Associate City Clerk

802) 865-7019, tchokden@burlingtonvt.gov

Sarah Montgomery, Assistant City Clerk

(802) 881-7618, smontgomery@burlingtonvt.gov

Office of City Attorney

(802) 865-7121

Vermont Secretary of State, Election Division

<https://sos.vermont.gov/elections/>

sos.elections@vermont.gov