

## 2023 ELECTIONS CALENDAR

### DECEMBER 2022

#### **December 27 (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)

### END 2022

### JANUARY 2023

#### **January 6 (Friday)**

BCA- Last day (60 days before town meeting) in towns using Australian ballot for the BCA to vote to use a vote tabulator for town meeting if one is not currently used. 17 V.S.A. 2491(a)

Clerks- 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 7 (Saturday)**

Clerks- Must enter voter participation from the general election by this date (within 60 days of after an election) 17 V.S.A. 2593

#### **January 19 (Thursday)**

Clerks and Voters- Last day for voters to file a petition with the town clerk to have an article appear on the ballot. 17 V.S.A. 2642(a)(3)(A) (47 days prior to town meeting). Petition must contain signatures from at least 5% of registered voters in the municipality.

#### **January 20 (Friday)**

Clerks- If petitions turned in do not conform to statute, clerks must notify the petitioners in writing within 24 hours why the petition does not conform. Petitioners must return supplementary petitions within 48 hours of being notified by the clerk. 17 V.S.A. 2642(a)(3)(A)

### **January 23 (Monday)**

Clerks- Drop box installation must be complete if the BCA has voted to do so. (Not later than 43 days prior to an election). 17 V.S.A. 2543a

### **January 26 (Thursday)**

Clerks- First day a clerk may post warnings for town meeting (40 days prior to the election). The warning shall also be posted on the municipality's website if it is regularly updated. 17 V.S.A. 2641(a)

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

BCA- Last day to designate polling places for town meeting day (40 days prior to the warning). 17 V.S.A. 2501(a)

BCA- Last day for board of civil authority to, if necessary, divide the checklist according to geographic boundaries. 17 V.S.A. 2501(a). The BCA is required to divide the checklist "If the questions and candidates to be voted upon are not identical for all voters in the town, so that different ballots will be used depending on where a voter lives". 17 V.S.A. 2501(a)

### **January 30 (Monday)**

Candidates- In Australian ballot towns, petitions and consent of candidate forms for town offices must be filed with the municipal clerk no later than 5:00 p.m. (sixth Monday before the election).

Clerks- Last day that a candidate seeking office can register to vote, in order to have their name printed on the ballot. The candidate should register before submitting their petition. 17 V.S.A. 2681(a)(B)

## **FEBRUARY 2023**

### **February 1 (Wednesday)**

Candidates- 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)

### **February 5 (Sunday)**

Clerks- Last day that the warning and notice for town meeting may be posted (30 days before the election). The warning shall also be posted on the municipality's website if it is regularly updated. 17 V.S.A. 2521(a) and 2641(a)

Clerks- 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 a population of less than 5,000, the checklist must only be posted in one place in addition to the clerk's office. 17 V.S.A. 2141, 2521(a)

Clerks- Notice to voters of defective ballots commences (30 days prior to an election). Upon receipt, clerks must open the outer mailing envelope and determine whether an early ballot is defective within 3 business days or on the next day the office is open for business, whichever is later. If a ballot is deemed defective, the voter must be notified no later than the next business day. 17 V.S.A. 2546(a)

Clerks- Early voter ballot processing may commence if board of civil authority voted to allow early deposit of ballots into tabulator or ballot box. If conducting early voter ballot processing at a time other than normal business hours, notice of the date(s), time(s), and location of the ballot processing must be posted in or near the clerk's office and at two other public places at least three days in advance. 17 V.S.A. 2546a(b)

Clerks- 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. 2645(a)(3)

Clerks- Last day to submit a list of polling places to the Secretary of State (at least 30 days prior to town meeting). 17 V.S.A. 2502(c)(1)

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 30 days prior to the election. 17 V.S.A. 2968(a), 17 V.S.A. 2103(13)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 30 days prior to the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 30 days prior to the election. 17 V.S.A. 2970(a), 17 V.S.A. 2103(13)

### **February 15 (Wednesday)**

Clerks- 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)

Clerks and BCA- In Australian ballot towns, ill or physically disabled voters who have requested absentee ballots may be delivered ballots as soon as ballots are ready. Members of the BCA, or the town clerk if designated by the BCA, may appoint BCA members of opposite parties to deliver the ballots. 17 V.S.A. 2538

Clerks- First day to post a warning at least 10 days prior to a public informational hearing on any issues voted by Australian ballot (hearing must take place at least 10 days prior to the election). The legislative

body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)

Clerks- Last day to mail ballots to all voters if legislative body has voted to do so, in accordance with 17 V.S.A. 2680(g). Ballot mailing should commence as soon as ballots are ready.

### **February 17 (Friday)**

Clerks- In Australian ballot towns, last day (10 days prior to the day preceding the election) to post warning for public informational hearing on public question to be voted by Australian ballot at a town meeting. The warning must be posted in at least two public places within the municipality and in the town clerk's office. The legislative body is responsible for the administration of the informational hearing and the preparation of minutes. 17 V.S.A. 2680(g)

### **February 25 (Saturday)**

Legislative Body- In Australian ballot towns, first day to hold a public informational hearing on any public questions to be voted by Australian ballot at town meeting. The hearing must be held within 10 days before town meeting and must be warned at least 10 days in advance of the hearing. 17 V.S.A. 2680(g)

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

Clerks and Auditors- Must distribute town meeting warning in annual town report (at least 10 days prior to town meeting) or other written form by this date to all postal patrons in the municipality to avoid publishing warning in newspaper (if publishing in the newspaper that must happen at least 5 days before town meeting). 24 V.S.A. 1682, 17 V.S.A. 2641(b)

Clerks- Vote tabulators 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)

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 10 days prior to the election. 17 V.S.A. 2968(a), 17 V.S.A. 2103(13)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 10 days prior to the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at

<https://campaignfinance.vermont.gov/> 10 days prior to the election. 17 V.S.A. 2970(a), 17 V.S.A. 2103(13)

### **February 28 (Tuesday)**

Clerks (Australian ballot towns)- Must make a reasonable effort to notify voters of defective ballots, but no longer required to mail notice to voters (starting 5 business days prior to the election). Must record defective status in VEMS within 24 hours. 17 V.S.A. 2546(b)

## **MARCH 2023**

### **March 2 (Thursday)**

Clerks- Town meeting warning must be published in newspaper by this date if warning has not been published in the Town Report or otherwise distributed (at least five days before the meeting). 17 V.S.A. 2641(b)

Clerks and BCA- 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)

### **March 3 (Friday)**

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 4 days prior to the election. 17 V.S.A. 2968(a), 17 V.S.A. 2103(13)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 4 days prior to the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 4 days prior to the election. 17 V.S.A. 2970(a), 17 V.S.A. 2103(13)

### **March 4 (Saturday)**

Clerks- Last day to designate pairs of JP's to deliver ballots to ill or physically disabled voters (at least 3 days prior to the election). 17 V.S.A. 2538(a)(2)

### **March 6 (Monday)**

Clerks and Voters- 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). If the clerk does not have office hours on the day before the election, then absentee requests may be filed until the closing of the clerk's office on the last day the office has hours prior to the election. 17 V.S.A. 2531(a) and 2532(a).

Clerks- Make a list of all early or absentee voters available upon request at their office. 17 V.S.A. 2534

BCA- 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

BCA- At any time prior to the day of the election, the board of civil authority must appoint a sufficient number of voters to serve as assistant election officers for town meeting. 17 V.S.A. 2454

Clerks- 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)

Clerks- 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)

Clerks and Legislative Body- 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 7 (Tuesday) TOWN MEETING**

Voters- 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)

Clerks- 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

Clerks- In towns using Australian ballot and depositing early voter absentee ballots in vote tabulators: when the vote tabulator is turned on at the polling place, the Town Clerk shall verify that the number of ballots on the vote tabulator matches the number that the Town Clerk verified on the preceding day. 17 V.S.A. 2546a(e)(3), (g)

Voters – Last day to register to vote to participate in town meeting in your town if qualified.

Clerks- In Australian ballot towns, all early voter absentee ballots returned in the following manner before the polls close on election day must be counted: by any means to the clerk's office before the close of business on the day preceding the election; by being dropped in a secure ballot drop box before the close of business on day before election; by mail to the clerk's office before the close of the polls on

the day of the election; and by hand delivery to the presiding officer at the voter's polling place before 7 p.m.

### **March 12 (Sunday)**

Candidates- Last day for a candidate in a tied race to withdraw (within 5 days of the election). The other candidate shall be declared the winner by the clerk and there shall not be a run-off election. 17 V.S.A. 2682b

### **March 14 (Tuesday)**

Clerks- Last day 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. 2682b. The election must be held not less than 15 days nor more than 22 days after the warning is posted.

### **March 17 (Friday)**

Candidates and Clerks- 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)

Voters- Deadline for a voter to file a request for a recount with the town clerk of any public question voted by Australian ballot (within 10 days after the election). 17 V.S.A. 2688

Clerks- Last day for town clerk to certify to the Secretary of State each proposal of a charter or charter amendment showing the facts as to its origin and the procedure followed. 17 V.S.A. 2663, 2645(b)

### **March 21 (Tuesday)**

Candidates- Local candidates who have spent or raised \$500 or more must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 14 days after the election. 17 V.S.A. 2968(a). Candidates must file a final report within 40 days of the election (the report due two weeks after the election may be the candidate's final report but the report must be so marked by the candidate) 17 V.S.A. 2968(b)

Political Parties and Political Action Committees (PACs)- Parties and PACs that have raised or spent over \$1,000 for a local election must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 14 days after the election. 17 V.S.A. 2964(b)(1)

Public Question Spending- Any formal or informal committee of two or more individuals (including a corporation, labor organization, public interest group, or other entity) which makes expenditures of \$1,000 or more during the local election cycle to advocate a position on a public question must file a campaign finance report using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 14 days after the election. 17 V.S.A. 2970(a)

### **March 22 (Wednesday)**

Voters- Last day that a legal voter may contest the (town meeting) election (within 15 days after the election). Complaint must be filed with the county superior court. 17 V.S.A. 2603(c)

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

### **APRIL 2023**

#### **April 5 (Wednesday)**

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

#### **April 6 (Thursday)**

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

#### **April 16 (Sunday)**

Candidates- Local candidates who have spent or raised \$500 or more must file a final report liquidating all funds within 40 days of the election using the Campaign Finance Information System at <https://campaignfinance.vermont.gov/> 17 V.S.A. 2968(b)

### **MAY 2023**

#### **May 6 (Saturday)**

Clerks- Last day to enter participation for 2023 Town Meeting (within 60 days of the election). 17 V.S.A. 2593

### **JUNE 2023**

#### **June 1 (Thursday)**

Clerks- In towns using Australian ballot, town clerk may open and destroy 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 5 (Monday)**

Clerks- Last day to hold a reconsideration or rescission vote of a question voted at town meeting. 17 V.S.A. 2661(b) (within 60 days of petition)

## **JULY 2023**

### **July 1 (Saturday)**

Statewide, county, and General Assembly candidates- Candidates who have surplus funds from previous campaigns or any candidate that has raised or spent \$500 must file a campaign finance report using the Campaign Finance Information System <https://campaignfinance.vermont.gov/> 17 V.S.A. 2964 (a)(1) and (2).

PACs and Political Parties- PACs and Parties that have previously registered or new PACs that have raised and spent over \$1,000 or more, must file a campaign finance report using the Campaign Finance Information System <https://campaignfinance.vermont.gov/> 17 V.S.A. 2964 (a)(1)(A)

## **AUGUST 2023**

### **August 27 (Sunday)**

Political Parties- First day for the chairman of a state committee of a political party to mail or electronically notify the date and purpose of party reorganization caucuses to each town clerk and to each town chairman of the party. Town caucuses must take place between September 10 and September 30 and notice must be sent at least 14 days prior. 17 V.S.A. 2302(b)

## **SEPTEMBER 2023**

### **September 5 (Tuesday)**

Town political party chairs- First day to post notice of the date, purpose, time, and place of the town caucus. Notice must be posted at least 5 days before the day of the caucus in the town clerk's office and at least one other place in town. If the town have a population of over 3,000, the town chair must also post the notice in a newspaper or in a nonpartisan electronic news media website that specializes in the news of the state or the community. 17 V.S.A. 2303. Please see the Guide to Political Party Organization and Duties for more information <https://sos.vermont.gov/media/x2ybn4hi/guide-to-political-party-organization-in-vermont-2019.pdf>.

### **September 15 (Friday)**

BCA and town clerk- 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 (Saturday)**

Political Parties- 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. (14 days prior to first meeting) 17 V.S.A. 2302

### **September 20 (Wednesday)**

Town clerks- Clerks must send a letter by this date certifying compliance with 17 V.S.A. 2150 (odd-numbered year review of the checklist) to the Secretary of State by September 20. 17 V.S.A. 2150(d)(7)

### **September 30 (Saturday)**

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

Town Political Party Chairs- Within 72 hours after the caucus, the chairman and secretary of the town committee shall submit to the state chair and county committees a copy of the notice calling the meeting and a certified list of the names, mailing addresses, phone numbers, and e-mails of the officers and members of the town committee and of the delegates to the county committee. 17 V.S.A. 2307

## **OCTOBER 2023**

### **October-December 2023**

County Political Party Organization- The state political party chair shall set a date not more than 45 days after the date of the town caucuses. The chair of the county committee must notify each member at least 10 days prior to the meeting. 17 V.S.A. 2309. Within 72 hours of the first meeting of the county committee, its chair and secretary shall submit to the chair of the State committee a copy of the notice calling the meeting and a certified list of the names, mailing addresses, phone numbers, and e-mails of the officers of the county committee and of the members elected by the county committee to the State committee. 17 V.S.A. 2311

State Political Party Organization- The state party chair shall call for a state committee meeting not less than 15 nor more than 30 days after the date of the county party meetings. The state chair must notify each member in writing at least 7 days prior to the meeting. 17 V.S.A. 2312. Within 10 days after the first meeting of the State committee of a party, the chair and secretary shall file in the office of the Secretary of State a certificate stating that the party has completed its organization for the ensuing two years and has substantially complied with the provisions of this chapter. 17 V.S.A. 2313

**DECEMBER 2023**

**December 26 (Tuesday)**

Clerks- 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)

**END 2023**