



Board for Registration of Voters

Tuesday, January 7, 2025, 6:00 PM,

Police Department Community Room, 1 North Ave, Burlington, VT, 05401 OR remotely via Zoom.

Join Zoom Meeting

<https://zoom.us/j/93712437108>

Meeting ID: 937 1243 7108

1. Agenda

1.1. Motion to amend/adopt agenda

2. Meeting Length

2.1. Set Meeting Length

3. Adopt Minutes

3.1. Motion to adopt previous meeting's minutes

File Attachments

1. 12032024 Minutes

12032024 Minutes.pdf

4. Public Forum

5. Clerk's Report

6. Approval of Voter Challenges

7. BRV Rules and Procedures Document Review

7.1. BRV Rules and Procedures Document Review

File Attachments

1. BRV Rules Procedures (Jun 1 2021)

BRV Rules Procedures (Jun 1 2021).pdf

8. BRV Election Day Guide and Proposed Flowchart

8.1. BRV Election Day Guide and Proposed Flowchart review

File Attachments

1. Flowchart v2
2. BRV Guide for Election Day (Aug 2024)

Flowchart v2.pdf

BRV Guide for Election Day (Aug 2024).pdf

9. New Business

10. Adjournment

10.1. Motion to Adjourn

BOARD FOR REGISTRATION OF VOTERS

MEET: December 3rd, 2024 at 6:00pm

Where: Police Station Community Room, 1 North Ave, and remotely via Zoom

Present: Alison Harte, Grace Grundhauser, Karen Rowell, Mike McGarghan, Michelle Lefkowitz, Alex Demoly, Annie Schneider, Lesley Gendron, Lauren Ebersol, Colleen Montgomery, Jeanne Keller, Youth Member Will Cunningham

Absent: Olga Bravo

Also Present: Sarah Montgomery, Assistant City Clerk

Meeting called to order by Vice Chair Michelle Lefkowitz at 6:02pm

Agenda: Jeanne Keller made a motion to amend the agenda to add discussion about the Election Day scenario flowchart during new business. Seconded by Lauren Ebersol. The amended agenda passed unanimously.

Meeting Length: The meeting length was set to 1 hour to end at 7:05.

Previous Meeting Minutes: Jeanne Keller made a motion to adopt the October minutes. Seconded by Colleen Montgomery. Passed unanimously.

Public Comments: No members of the public were present.

Clerk's Report: Sarah Montgomery reported that 20,880 voters participated in the recent election. Out of these votes, 12,029 votes were cast absentee and 8,851 were cast in person. Out of the absentee ballots cast, 1,422 were received at the polling places on Election Day. Sarah Montgomery reported that the current total number of registered voters is 33,525. Out of those voters, a total of 7,330 are challenged. Sarah reported that in October, there were 886 new registrations, 609 voters were transferred out of town, and 86 voters were removed from the checklist. In November, there were 1,206 new registrations, 513 voters were transferred to other Vermont towns, and 130 voters were removed from the checklist.

Alison Harte asked how the turnout from the election compared to the last presidential election. Sarah Montgomery said that the turnout in 2020 was around 22,500, and the turnout in 2016 was around 19,000.

Approval of Voter Challenges

Sarah Montgomery shared that the voter challenge approval list for the month includes individuals who had ballots mailed to them for the November election, but were returned to the clerk's office as undeliverable. Anyone who voted or edited their voter registration since the mailing data was initially pulled was removed from the list. The list also includes a handful of people that sold their property in

Burlington that is their legal address in their voter registration. She shared the full list (which contains 1,322 voters) with the board prior to the meeting.

Michelle Lefkowitz made a motion to accept the challenges as proposed. Seconded by Karen Rowell. Passed unanimously.

Approval of Removal of Inactive Challenged Voter Registrations

Sarah Montgomery said that the proposed list of voters to remove from the checklist (shared with the board prior to the meeting) includes voters who have remained challenged for the past two General Elections. Per statute, the board can now remove these voters from the checklist. These voters never responded to the challenge letter or took any other affirmative action since they were initially challenged. 4,561 challenged voters are on this list.

Colleen Montgomery said that she noticed some voters who had a registration date that came after the last date they participated. She wondered how that was possible. She gave a few examples of voters on the list. Sarah Montgomery said she was unsure without looking further, but her best guess would be that the voters were registered in Burlington, removed their Burlington registration, and then re-registered in Burlington. Since the same voter ID is always used for an individual, previous participation activity would still be on their record, but with a new registration date from when they reregistered. Grace Grundhauser asked if those voters could be removed from the list until we had further information.

Karen Rowell noted that even if someone was purged who is still eligible to vote, they can always re-register easily.

Sarah Montgomery pulled up one of the specific voters (whose last participation date was prior to their registration date) in VEMS to look at the specifics. This voter had registered in Burlington, had then switched her registration to South Burlington, but then transferred back to Burlington without participating again. She was then challenged. The registration date shown on the spreadsheet showed the date she registered in Burlington for the 2nd time, but was showing the participation date from when she was registered the first time.

Mike McGarghan said it seems to be advantageous to purge the people on the purge list because they are not participating in voting. There is also same day voter registration so it is not precluding anyone from voting. Karen Rowell added that removing these voters makes it so we aren't mailing ballots to voters who are likely not at the address on their registration.

Colleen Montgomery noted that there were also some voters on the list that had no challenge date listed. Lesley Gendron said that everyone who does not have a specific challenge date on the spreadsheet has an old registration date so they have clearly been inactive for a while. Sarah Montgomery looked at one of the voters (with no challenge date listed on the spreadsheet) and shared that the voter was challenged in VEMS with a challenge date from 2021. She wasn't sure why that data

wasn't showing on the spreadsheet, which was a report automatically generated from VEMS to show challenged voters who were eligible to be removed.

Annie Schneider clarified that challenged voters do not get mailed ballots automatically.

Colleen Montgomery asked about voters on the list who have a challenge date that is very close to their registration date. Sarah Montgomery said that voters are sometimes challenged based on undeliverable voter registration letters, which could cause those two dates to be very close.

Grace Grundhauser shared that the number of challenged voters that were purged after the 2022 General Election was 4,594. She said that the last batch of voters the board challenged was at the June meeting – if those voters don't respond to the challenge, they will be subject to this purge process after the 2026 General Election. In addition, anyone who was challenged after the 2022 General Election will be subject to the purge process at that same time (after the 2026 General Election). She noted that the challenged voters that the board is voting to purge today were sent challenge letters between December of 2020 and summer of 2022. She explained that the shortest amount of time a voter can be challenged before being purged is 2 ½ years and the longest a voter can be challenged before being purged is 4 years.

Annie Schneider said that it is really good that the board understands this process because there were a lot of challenged voters on Election Day.

Mike McGarghan called the question. Seconded by Lesley Gendron. The vote passed unanimously.

Election Day Review:

Grace Grundhauser suggested doing a round robin so everyone could share their election experience.

Mike McGarghan said it caused confusion to have local questions on the ballot, since legal residents were eligible to vote on the local items, while federal or state items were also being voted on. Grace Grundhauser asked if there is a law restricting local issues to town meeting day. Mike said it is common sense and it just makes the election more complicated; he said he thinks the city does it because so many student voters come out in November while the turnout is lower in March. Jeanne Keller shared that her understanding is that the city might want to add charter questions to the November ballot so they could get to the legislature in the new biennium.

Mike McGarghan also suggested that in the Elks club, the new ward 4 polling place, the check-in tables might want to be pushed in further for better voter efficiency.

Karen Rowell said that it was not as busy as she thought it would be. She didn't have any issues with forms or VEMS.

Lauren Ebersol agreed that it was not as busy as she expected. She appreciated having two volunteers. It would have been helpful to have someone else who could access VEMS at certain points. She had some

voters come to her for general help about where they should be and she had to redirect them. She thinks the setup with the greeters in ward 2 does help with voter flow within the polling place.

Grace Grundhauser asked about voters who were bounced between wards. Where was this miscommunication coming from? Lauren Ebersol wondered if it was the happening with the greeters or at the checklist. Grace shared that sometimes the BRV members have more information than the checklist workers, since they have access to VEMS.

Mike McGarghan said there were a significant number of people that came to him who were just in the wrong district line. Lesley Gendron agreed that voters were getting confused about which district they were in and were being sent to her. It would be helpful if there was more clear communication coming from the ward clerks and the entrance checklist workers. Some members noted that they had no issues with this, others said it was common. Each polling place had slightly different greeting/ check-in set ups.

Lesley Gendron added that in ward 1 they were asking for ID documents for new registrations, which is not allowed. Lesley checked in with Sarah Montgomery, spoke to the ward clerk and same day registration folks, and the process was corrected. She said that a few voters did get sent away to get documentation, but they all came back to vote. Grace Grundhauser clarified that only first time VT registrants, when applying by mail or online, need to provide a copy of an ID. This does not apply to in person registrations.

Lesley Gendron also recommends that volunteers have some level of computer literacy.

Michelle Lefkowitz said she was busy all day. Other members reminded her to take time to take care of herself during the day.

Will Cunningham said that he saw a lot of NVS (not verified social security number). He said when verifying the social security numbers, they were almost always correct. He wondered why VEMS was flagging it as an issue. Grace Grundhauser said it is because the two databases are trying to talk to each other (VEMS and the social security database) and if one digit is different between the two, the social security number does not verify. When this happens, the voter just needs to confirm the name, date of birth, and last 4 of the social security number are correct. They can also reach out to the Secretary of State's office to fix the issue permanently. Michelle Lefkowitz also suggested asking if the voter has a VT ID number to include instead of the social security number. Sarah Montgomery added that often it is not an issue of the data being incorrect, but is in issue with the timing. Since the two databases do not automatically sync, there is just a time lag from the registration to the verification. Sometimes the printed checklist with even still have the NVS on it, but it will show up as verified in VEMS because it verified in the system after the checklist was printed.

Will Cunningham added that sometimes they (at the BRV table) were filling out forms in one ward for voters that were being redirected to another ward. Grace Grundhauser said that is fine. Michelle Lefkowitz said she was adding her phone number on the form when she did that in case someone needed to contact her for verification.

Grace Grundhauser heard that a voter got towed near the ward 3 polling place. Some members wondered if the person was parked illegally.

Annie Schneider said that she was very busy. She said she had a few voters that were really aggressive about trying to vote in a ward they were not eligible to vote in. She felt this happened more than usual. She also saw a lot of name changes (due to marriage and gender transitioning) which reminded her to be very gender neutral and inclusive about her language.

Jeanne Keller shared that she found a process that helped her better understand the forms and streamline the processes.

Colleen Montgomery was training. She said that all four wards that she trained at were a little different, and none were as busy as she expected.

Alison said it was not busy. She gave a shout out to VEMS! She had no problems with the system, and noticed improvements. She didn't have any other issues throughout the day.

Alex Demoly was unable to be there on Election Day, but thanked the board for all the work they put into it.

New Business

The discussion about the flow chart will happen at another meeting due to the time.

Colleen Montgomery reported that she did some research about social security numbers and learned that you cannot tell citizenship status from a social security number. There are situations where non-citizens need social security numbers, so there is no way to use that number to determine whether a person is a citizen from the number.

Jeanne Keller encouraged people to look at the flow chart before the next meeting and welcomed feedback from the other board members. Lesley Gendron said that she thinks it could be expanded upon to include scenarios for each specific form. Grace Grundhauser encouraged anyone to contribute similar ideas about the guide.

Adjournment

On a motion by Lesley Gendron, seconded by Karen Rowell, the meeting was adjourned at 7:05pm.

Respectfully Submitted By: Sarah Montgomery, Assistant City Clerk

Rules and Procedures for the Board for the Registration of Voters

(Proposal 6-1-2021)

PURPOSE: The Board for Registration of Voters is committed to the enfranchisement of eligible residents through the voting process. Voting is a right and responsibility. The Board encourages voter registration and acknowledges the right of voters to freely participate in elections. The Board may actively initiate and participate in voter registration outreach.

The Board's legal responsibility is to maintain the voting checklist for the City of Burlington by upholding the Vermont Election Laws ([Title 17 of the Vermont Statutes Annotated](#)).

AUTHORITY AND RESPONSIBILITIES: The Board for Registration of Voters is responsible for and has authority for all duties with respect to preparing The City of Burlington's voter checklist pursuant to chapters [14](#), [15](#), [16](#) and [43](#) of the City's Charter, and [Title 17 of the Vermont Statutes Annotated](#). The Board shall comply with the [Vermont Open Meeting Law](#) and other laws covering public bodies.

In order to effectively and justly carry out its responsibilities all members will be expected to familiarize themselves with the Vermont Election Law in [Title 17 of the Vermont Statutes Annotated](#), along with pertinent sections of the Burlington City Charter. The Board will maintain an office in City Hall, wherein shall be kept available for public inspection the records of all legal voters. The Board shall advise any petitioner affected by an adverse decision of his or her statutory right to be included in the list of legal voters to seek judicial review of such decision.

MEMBERSHIP: As established by the City-Charter, the Board for Registration of Voters shall consist of 12 registered Voters of the City of Burlington, appointed by the City Council, with the Mayor presiding. Appointments to the Board for Registration of Voters shall be for five (5) years. Members may reapply and may be appointed for successive terms without limitation.

Members of the Board may be removed for incapacity, negligence, or bad conduct when a majority of the City Council, Mayor presiding vote to remove the member pursuant to [Chapter 129](#) of the Burlington City Charter. In addition and pursuant to this same section, when in the judgment of two-thirds of the City Council, on the initiative of the Mayor, a member is no longer effectively serving the city, that member may be removed from the Board.

Therefore because members are expected to actively participate in city elections, meetings and other Board activities, a member's continued non-participation in Board activities may result in the Board's recommendation to the City Council for removal from the Board. A two-third majority vote of the Board is required for such a recommendation to the City Council.

OFFICERS: At the first meeting of the Board, following the annual appointments, the Board shall elect a Chair by majority vote. A Vice Chair and Secretary may be elected at the discretion of the Board. Terms of office shall be one year.

QUORUM: A simple majority of the Board shall be considered a quorum

MEETINGS AND MINUTES: The Board for Registration of Voters shall hold meetings on the first Tuesday of each month unless otherwise determined by a majority vote of the Board. Additional meetings are scheduled to accommodate closing of the checklist prior to elections ([Vermont Statute Annotated, Title 17](#)). All meetings of the Board shall be open to the public except at such times when an executive session is in order. No action shall be taken at any meeting of the Board without a quorum present. No action shall be taken in executive session. (See [open meeting law](#))

Roberts Rules of Order revised shall govern proceedings of the Board for all cases which are not specifically covered by other laws, ordinances, by-laws, or regulations.

Minutes shall be kept of all meetings. The minutes shall be available for public inspection according to open meeting laws.

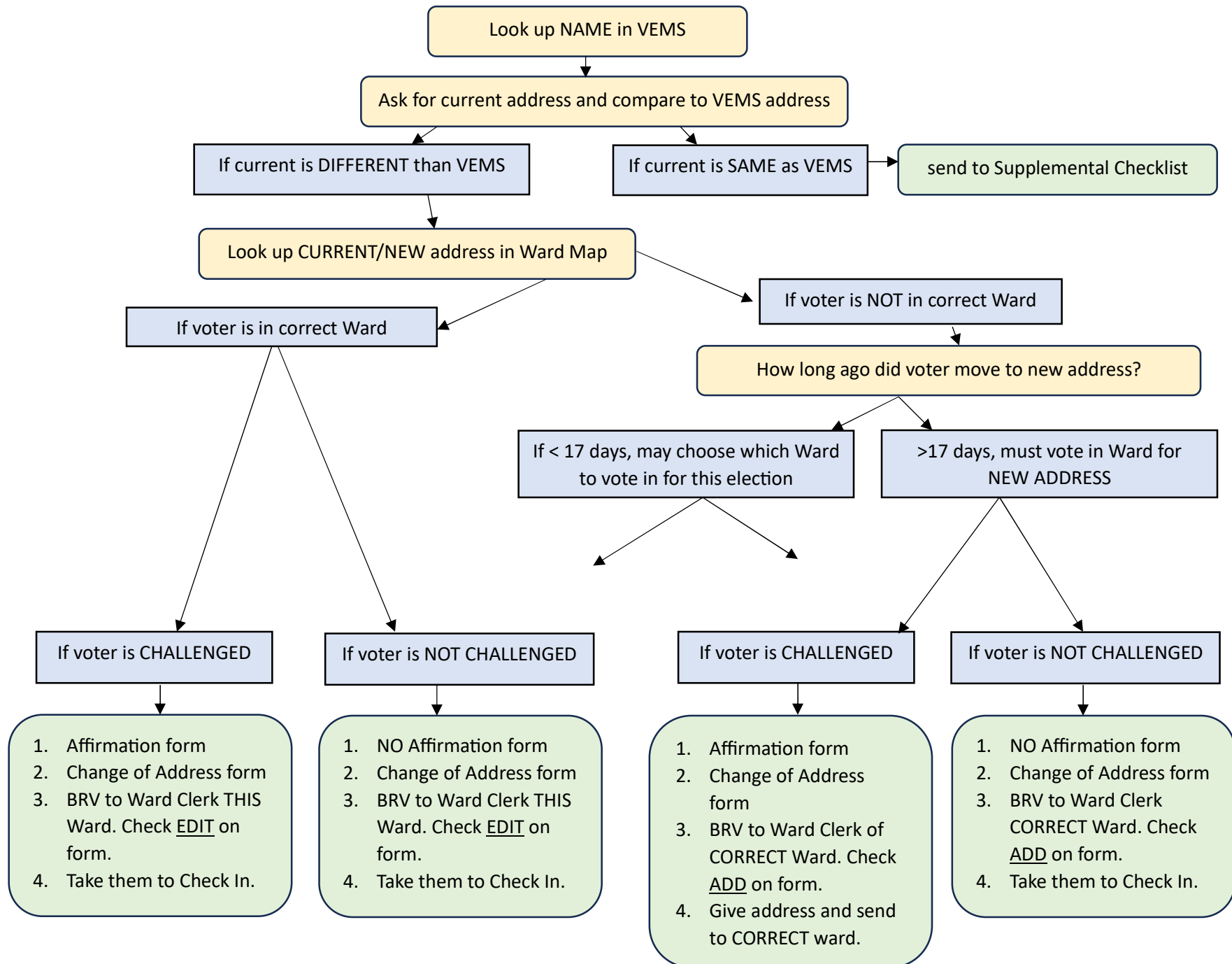
WARNINGS OF MEETINGS: In accordance with [Vermont Open Meeting Law](#), the Board shall provide the Clerk / Treasurer's Office with notice of regular meetings on or before the Thursday before the week of the meeting. The Clerk / Treasurer's Office will warn the meeting. For special meetings, the Board shall publicly announce at least 24 hours before the meeting the time, place and purpose with appropriate media and post with the Clerk / Treasurer's office and two other public places. Emergency meetings may be held without public announcement, without posting notices and without 24 hours notices to members, provided some public notice is given as soon as possible before such meeting.

SPECIAL MEETINGS: Special meetings of the Board for Registration of Voters may be called by the Chair, when the Chair deems it expedient or upon the request of two (2) members of the Board for the purpose of transacting any business designated in the call. In accordance with [Vermont Open Meeting Law](#), Notice for a special meeting may be made by telephone or other appropriate technology at least twenty-four (24) hours prior to the date of such special meeting. At such special meeting no business shall be voted on other than that specified in the call.

ADOPTION OF RULES AND PROCEDURES: The Board may adopt rules and procedures as it may deem wise for the regulation of its work. Rules may be amended by a two-thirds majority provided that the proposed amendment(s) have been discussed at two meetings prior to the meeting at which the amendment(s) will be voted upon.

Flowchart for CHALLENGES, NOT IN CHECKLIST, ADDRESS CHANGES

V2 11/27/2025 for BRV J Keller



Election Day Guide

PREPARED BY THE BOARD FOR REGISTRATION OF VOTERS – **DRAFT**

UPDATED FOR THE AUGUST 2024 STATEWIDE PRIMARY ELECTION

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>11</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>13</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>15</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 include purged records in 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. 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, file it in the “Return to City Hall” folder <u>and</u> fill out a BRV TO WARD CLERK form.
Homeless	Burlington residents without a permanent address may vote in the ward and district of their principal dwelling place and use “General Delivery” for mailing address. Additional information below.
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	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 VT 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.

There is a separate meaning of "challenge" under 17 V.S.A. § 2564 in which a poll watcher may challenge a voter's right to cast a ballot on Election Day because 1) voter has already voted in the same election or 2) voter is not, in fact, the person whose name appears on the checklist. No other basis is permitted. Per Section 21 of the Burlington City Charter, these challenges are resolved by the Inspectors of Election for the ward ("It shall be the duty of their inspectors of election...to decide all questions relative to the right of any person to vote at such election"). As of October 2020, the Secretary of State's office was not aware of an instance of this kind of challenge occurring in Vermont.

See <https://vtdigger.org/2020/10/27/condos-introduces-requirement-for-poll-observers-who-may-challenge-voters/>.

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/>

The only scenario described by Vermont statute where the BRV would ask for ID on election day is a narrow one: first-time registrants who mail or complete their application online and fail to enclose or attach ID. [17 V.S.A. § 2563\(A\)\(i\)](#). In Burlington, the City Clerk rejects any mailed or online registration where the required ID has not been attached or uploaded. This removes the possibility of the BRV needing to ask for ID on election day per 17 V.S.A. § 2563(A)(i).

Lastly, 17 V.S.A. § 2145 on application forms says, "nor may the board of civil authority or the town clerk require all applicants or any particular class or group of applicants to...routinely or as a matter of policy require applicants to submit additional information to verify or otherwise support the information contained in the application form."

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