

# Office of the Vermont Secretary of State



VERMONT Secretary of State Sarah Copeland Hanzas

# Vermont Secretary of State's Office

## **New Secretary, New Chapter, New Energy**

- Build on the work of my predecessor and my own government/legislative career
- Customer service is paramount, simplifying government for our customers
- Embrace and improve technology and online services
- Renewed focus on civic engagement and awareness
- New leadership team: Deputy and Chief of Staff



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## Our Goal: To do good work, exceptionally well

### Four divisions at the Secretary of State's Office:

- Office of Professional Regulation (OPR)
- Vermont State Archives and Records Administration (VSARA)
- Elections
- Corporations

### In addition to these divisions, we have many other programs (to name a few):

- Municipal Assistance
- Safe at Home
- Temporary Officiants
- APA Rules and Legislative Clerk



# Corporations and Business Services Division

## Common-sense Solutions for Business Registration

We strive to provide a business-friendly environment, facilitating business in Vermont through the business registration and filings of:

- Corporations
- Partnerships
- LLCs
- UCC filings
- Trademark and trade name filings.



# The Office of Professional Regulation (OPR)

## 'Right Fit' Regulation

*OPR serves 51 professions and approximately 80,000 licensees, currently onboarding the home contractor profession:*

- Serves the public, employers, and licensees in all aspects of our lives every day, from accountants to cosmetologists to nurses to veterinarians.
- Sets and enforces standards for licensure and for practice once licensed



# The Office of Professional Regulation (OPR)

## 'Right Fit' Regulation

*Ensures equity in licensing, regulation & discipline*

- Working on improving licensure in the state through smart licensing policy that benefits all while simultaneously targeting military families, individuals with criminal backgrounds, and New Americans;
- Chapter 57 review gives OPR the power to conduct a sunrise, sunset, or scope of practice review to ensure that government oversight of a profession is appropriate



## Vermont State Archives and Records Administration

**MISSION:** To provide, protect, promote, and preserve Vermont public records, in collaboration with other public agencies, for the benefit of the public collectively served.

- VSARA administers the Statewide Records and Information Management (RIM) Program
- VSARA also carries out several Secretary of State obligations:
  - Administrative Procedure Act (APA); Legislative acts and resolves; municipal corporations and districts; record authentications, certifications, and filings; and school districts.



## Vermont State Archives and Records Administration

### Statewide Records and Information Management Program

- Develop, issue, and maintain statewide records and information management standards and information governance frameworks.
- Perform formal appraisals of public records and issue record schedules.
- Ensure low-cost, secure repositories and systems for public records are available at a statewide level and support compliance.
- Operate a record center for inactive paper and analog State records.
- Take legal custody of State archival records, regardless of format, in accordance with record schedules (“state archives”).

*This program is defined in 1 V.S.A. § 317a of the Vermont Public Records Act and in 3 V.S.A. § 117.*





## Elections Division

### Fair Elections and Access to Our Democracy

The Elections division protects the integrity of campaigning and elections in Vermont. It administers Vermont's elections, oversees campaign finance reporting and lobbyist disclosure laws and encourages civic participation.

- Provide a customer friendly environment to educate and train citizens, voters, candidates, lobbyists and public officials
  - Administering federal and state law relating to elections
  - Promoting voter registration
  - Overseeing and assisting in the conduct of elections



## Elections Division

### Fair Elections and Access to Our Democracy

Our elections staff work to (cont.):

- Provide on-line campaign finance disclosure;
- Administer on-line lobbyist disclosure; and
- Provide ongoing training, support, and guidance to 248 town and city clerks.

\*Vermont elections were ranked 1<sup>st</sup> overall in the nation following the 2016 and 2020 elections on the Election Performance Index conducted by MIT's Election Data and Science Center! (ranked 3<sup>rd</sup> following 2018)



## Municipal Assistance

### Supporting Vermont Towns One Call at a Time

Vermont's communities could not function without the service and commitment of our public officials. Informed, engaged town residents make for more responsive and accountable government. The Secretary of State's Office believes it is important that our local leaders and the citizens of our towns have help navigating the complex and ever-changing laws that apply to them.

- Responds to 1200+ inquiries yearly, answering questions from community members and local officials on all topics affecting municipalities, from abatement to open government to zoning.
- Offers resources for local officials and town residents, including publications, trainings, and website materials.



# Vermont Secretary of State's Office

## Division Staffing

Corporations and Business Services Division: Director: Stacey  
Drinkwine

5 employees

Elections Division: Director: Will Senning

5 employees

Office of Professional Regulation: Director: TBD, Agatha Kessler,  
Deputy

38 employees

Vermont State Archives and Records Administration: State Archivist  
Tanya Marshall

20 employees



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**THANK YOU!**

**Please call or visit our office with any questions!**

**Sarah L. Copeland Hanzas  
Vermont Secretary of State  
128 State Street  
Montpelier, VT 05633-1101**

**[sos.vermont.gov](http://sos.vermont.gov)**

**[www.twitter.com/VermontSOS](http://www.twitter.com/VermontSOS)**

**802-828-2363**



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