



VERMONT

SECRETARY OF STATE



Secretary of State Sarah Copeland Hanzas (rhymes with Kansas)

Vermont Secretary of State's Office

Since 2023...

- Started **Civics Program**
 - Including K-12 Civics Education resources, Voter Education and Outreach, and Vermont's first Civic Health Index.
- Modernizing the **Safe at Home Program**
 - Address confidentiality service for survivors of domestic violence, sexual assault, stalking, human trafficking, providers and patients of legally protected healthcare (reproductive and gender-affirming care).
- Replacing/Upgrading 4 **critical IT systems** to be more efficient & user friendly
- Implemented **Voter Guide** for 2024 election
- Supported **government transparency** through updated Open Meeting Law training & resources
- **Protected the public** through our Office of Professional Regulation
 - Concluded a landmark settlement with Walgreens corporation and began new regulation efforts in professions including Residential Contractors, Early Childhood Educators and Doulas.



Secretary of State Sarah Copeland Hanzas

Outstanding Public Service, Effective Protection, Reliable Resources

Five divisions at the Secretary of State's Office:

- Administrative Services
- Business Services
- Elections, Campaign Finance, and Lobbying
- Office of Professional Regulation (OPR)
- Vermont State Archives and Records Administration (VSARA)

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



Vision, Purpose, and Values

VISION

People trust in a transparent and accountable government that provides services, protection, and resources for success in communities and engagement in participatory democracy.

PURPOSE

The Office of the Secretary of State promotes the common good by leading with trustworthiness and integrity. We deliver essential services to protect the public, provide reliable information, support businesses, individuals, and government, strengthen democracy, preserve our history, and build community.



Vision, Purpose, and Values

VALUES

Our values drive our purpose of delivering essential services.

Access. We deliver streamlined services to the public that are reliable, accessible, responsive, and consistent.

Integrity. We are patient, respectful, and fair to the public and our colleagues. We promote inclusivity, dignity, and compassion for all.

Expertise. We provide excellent public service that improves lives, and we offer information and guidance that is useful, accurate, and valuable.

Commitment. We respect, celebrate, and reward the expertise, perspective, and contributions of our hard-working team of dedicated public servants and partners, who make our success possible.



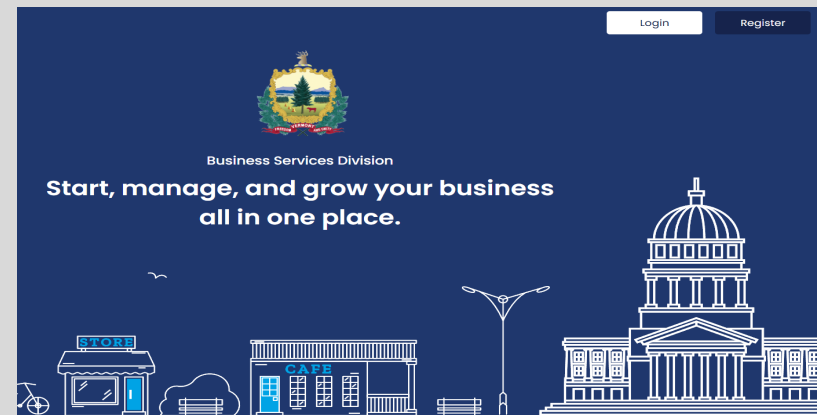
Business Services Division

Common-sense Solutions for Business Registration

The Business Services division is responsible for the registration of business entities—from the small proprietorship (trade name) to the incorporation process.

It also is the filing repository for Uniform Commercial Code Filings for the State of Vermont.

★ We just completed a major Upgrade of our Online Business Services system!



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; and
- Trademark and trade name filings.



Vermont Secretary of State's Office

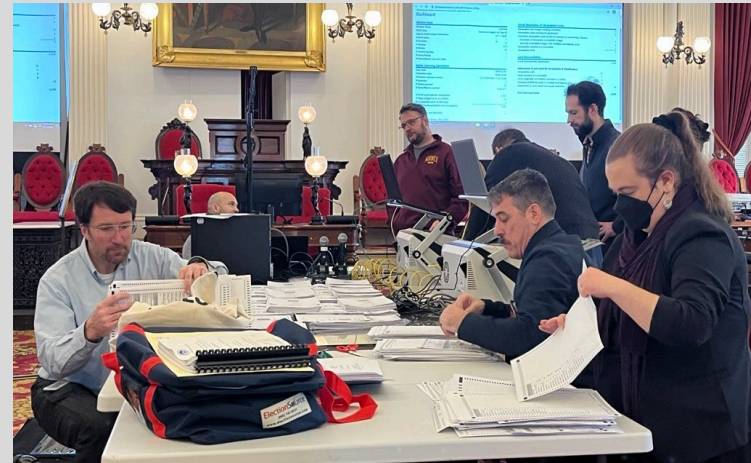
Elections Division

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.

Our elections staff work to:

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



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Elections Division

Fair Elections and Access to Our Democracy

Our elections staff work to (cont.):

- Enhance campaign finance transparency;
- Provide ongoing training, support, and guidance to 247 town and city clerks – including cyber and physical security, election management, and de-escalation training.
- Update/streamline our online platforms for campaign finance and lobbyist disclosure. Both new systems are currently live!

★ In 2024, we implemented a major effort to connect voters with non-partisan information about candidates with our Online Voter Guide.

★ Our team is currently working on a major upgrade to Vermont's Election Management system.



The Office of Professional Regulation (OPR)



Vermont Secretary of State Sarah Copeland Hanzas Announces Settlement with Walgreens after 18-month Investigation and Unprofessional Conduct Prosecution

January 24 2024

Montpelier, VT – Today Vermont Secretary of State Sarah Copeland Hanzas announced the Vermont Board of Pharmacy has approved a substantial fine as part of a settlement between the Secretary of State's Office of Professional Regulation (OPR) and Walgreens.

Protecting the Public and Regulating Professionals in an Everchanging Regulatory Landscape

OPR serves 50 professions and approximately 80,000 licensees.

- 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; Protects the public from unethical, incompetent, and unprofessional behavior by licensed practitioners.



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The Office of Professional Regulation (OPR)

Protecting the Public and Regulating Professionals in an Everchanging Regulatory Landscape

Ensures equity in licensing, regulation & discipline

- Working on improving licensure in the state through smart licensing policy that benefits all while removing barriers for 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 appropriate government oversight of a profession. We recently published a Sunrise Report for Doulas and soon we will publish a Sunrise Report for Early Childhood Educators



VT State Archives & Records Administration (VSARA)

Preserving Access to Public Records

VSARA was established in 2008 to administer a Statewide Records and Information Management Program, which is charged with supporting all three branches of state government and local governments in managing their records and information, regardless of format, according to Federal and state laws, including the Public Records Act, and industry standards and best practices.



VT State Archives & Records Administration (VSARA)

Statewide Records & Information Management Program

- Develop, issue, and maintain standards for managing public records.
- Perform formal appraisals of public records and issue record management policies and record retention schedules.
- Ensure low-cost, secure repositories and systems for public records are available and can support compliance.
- Operate a record center for inactive paper and analog State records.
- Take legal custody of permanent State records, preserving and providing access through a physical state archives and a digital state archives.

VSARA also supports administrative rules, document authentication and several filing functions of the Secretary of State's Office.



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Civic Engagement

Strengthening Vermont's Civic Health

In 2023, we hired Robyn Palmer as our Director of Civic and Voter Engagement. Palmer has led & coordinated several initiatives as part of our effort to increase civic engagement in Vermont, including:

- 2024 Online Voter Guide
- K-12 Education Initiatives, including classroom visits, voter registration drives, a teacher advisory group, and a published resource: "Vermont Classroom Blueprint for Connecting with Local Leaders."
- Vermont's first Civic Health Index (released January 15)

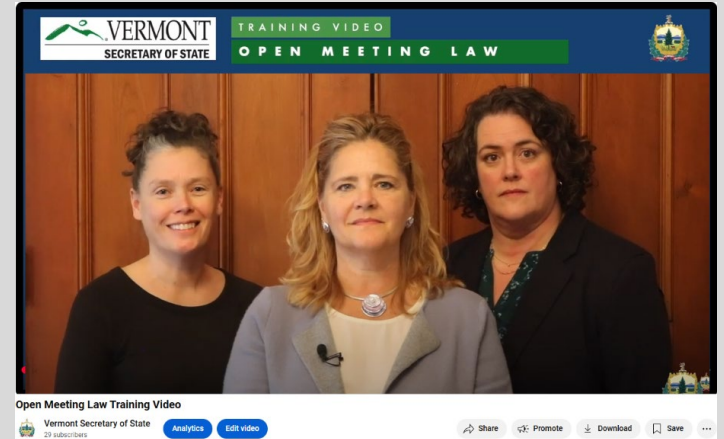


Municipal Assistance

Supporting Vermonters and Towns One Call at a Time

Vermont's communities depend on the service and commitment of our public officials. Our local leaders and the citizens of our towns need help navigating the complex and ever-changing laws that apply to them.

- Fielding 100+ calls each month from members of the public and municipal officials with questions about the laws and topics that apply to Vermont's municipalities.
- Answering questions covering every topic imaginable affecting local governments, from abatement proceedings to zoning ordinances, open meetings, public records, ethics, town meeting, local elections, officer roles and responsibilities, and municipal topics A-Z (animals, cemeteries, fire districts, land use, libraries, marriage, ordinances, roads, and taxes)
- Providing free publications and training to build civic engagement.



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Vermont Secretary of State's Office

Division Staffing

Business Services Division - Director: David Hall

6 employees (including Director)

Elections Division - Director: Seán Sheehan

6 employees (including Director)

Office of Professional Regulation -

Interim Director: Michael Warren, Tara Grenier, Deputy

40 employees (including Director)

Vermont State Archives and Records Administration -

State Archivist Tanya Marshall

20 employees (including State Archivist)

Admin Services Division -

Director: Stacey Drinkwine

5 employees (including Director)



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Vermont Secretary of State's Office

THANK YOU!

Please call or visit our office with any questions!

Sarah L. Copeland Hanzas
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