

Elections 101

Overview of SOS Elections Division

**Testimony to House Committee on Government Operations and Military Affairs
January 15, 2025**

S. Lauren Hibbert, Deputy Secretary of State
Seán Sheehan, Director, Elections and Campaign Finance



Secretary of State's Office Divisions

Administrative
Services

Business Services

Elections, Campaign
Finance, and
Lobbying

Office of Professional
Regulation (OPR)

Vermont State
Archives and Records
Administration
(VSARA)

Elections Division Purview

Elections

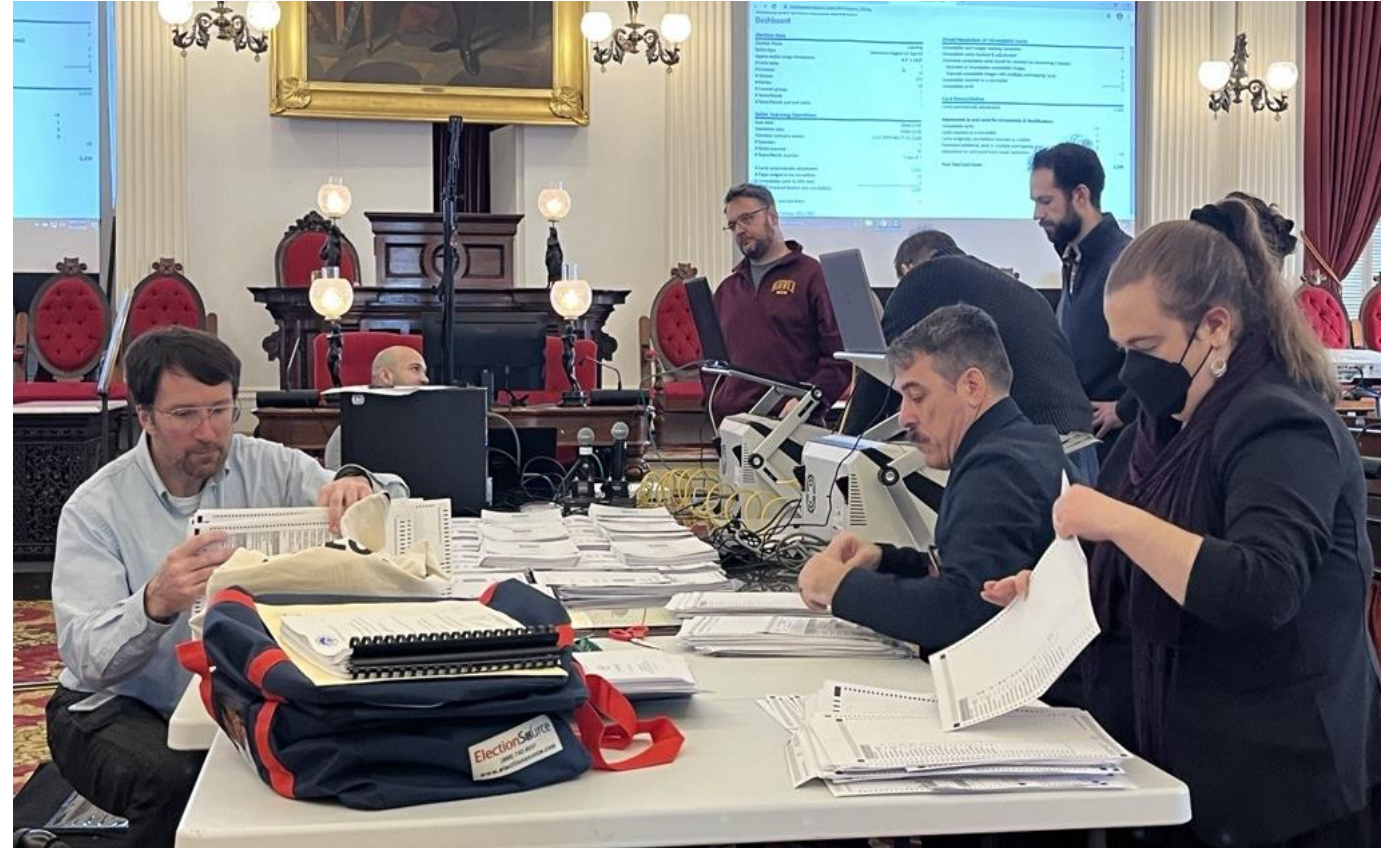
Campaign
Finance

Lobbying

Elections

Key Resources

- Election Management System
- Election Procedures Guide
- Bulletins for Clerks
- Elections Calendar including Deadlines for Clerks
- Trainings & Office Hours



Elections

State and Federal Election Law

- Vermont Law
 - Title 17
 - Also provisions within Titles 16, 20, and 24
- Federal Law
 - Uniformed and Overseas Citizens Absentee Voting Act (1986)
 - Help America Vote Act (2002)
 - Military and Overseas Voter Empowerment Act (2009)

2024 ELECTION PROCEDURES

A guide for Town Clerks, Presiding Officers, Representative District Clerks, Senatorial District Clerks, County Clerks, Boards of Civil Authority, Election Officials, Candidates and Voters.



Prepared by the
Office of the Vermont Secretary of State
Elections Division

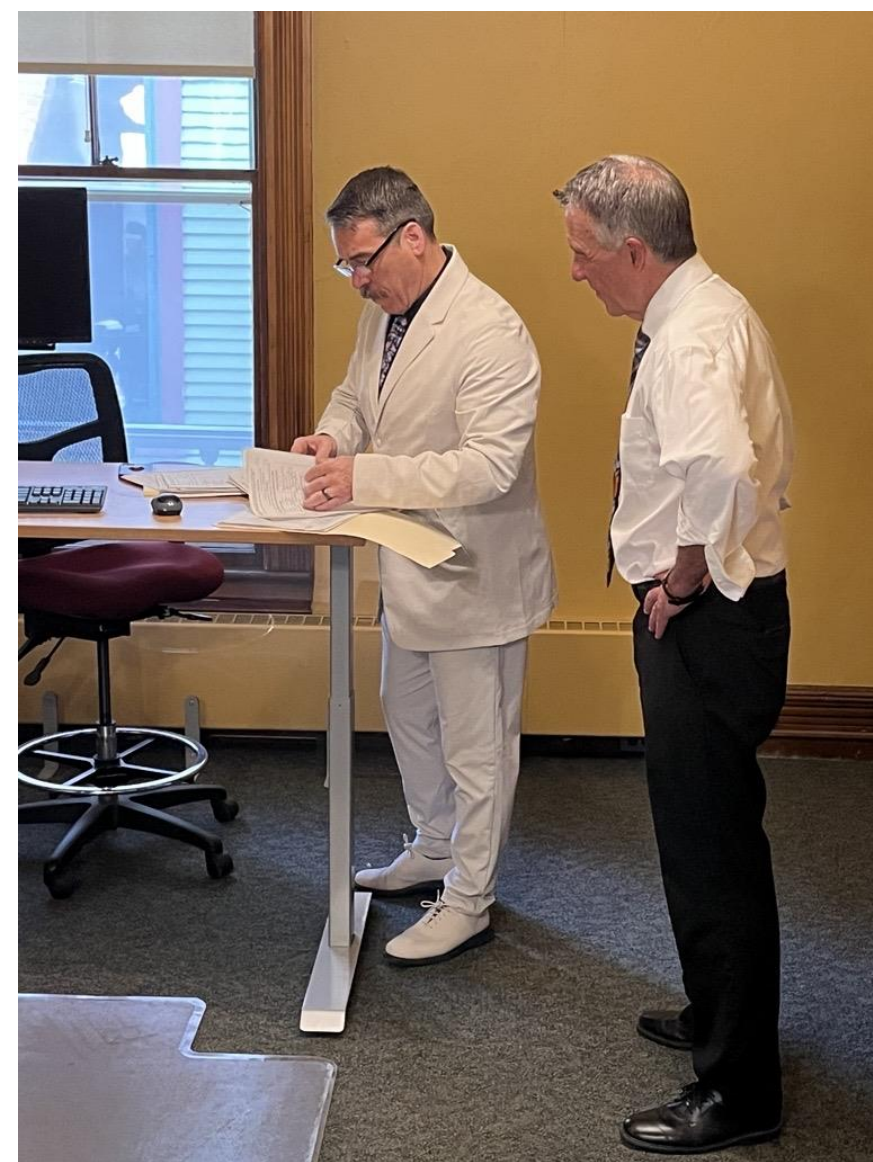
December 2023

Office of the Secretary of State, Elections Division
128 State St., Montpelier, VT 05633-1101
Phone: (802) 828-2363 or Toll-Free (800) 439-8683
On the web: <https://sos.vermont.gov/elections>
E-Mail: sos.elections@vermont.gov

Elections

Our Role during Elections:

- Annual Meeting – yearly
 - Support town clerks in administering local elections
- Presidential Primary – every 4 years
 - Receive candidate petitions
 - Prepare and print the ballots
 - Coordinate delivery of the ballots to towns
- State Primary – every 2 years
 - Receive candidate petitions
 - Prepare and print the ballots
 - Coordinate delivery of the ballots to towns
- General Election – every 4 years
 - Prepare and print the ballots
 - Coordinate Universal Vote-by-Mail



Elections

Immediately Post Elections:

- Night of Election
(optional for local elections)
 - Town clerks enter results into the Vermont Election Management System (VEMS)
- Election Night Results (optional for local elections)
 - VEMS provides unofficial results online in almost real time.
- Official Return of Votes
 - Due 48 hours after polls close, allows clean-up of write-ins
- Certification of Results
 - Canvass committees certify winners
- Election Results Audit



Elections

The Different Ways Vermonters Vote:

- Annual Meeting – yearly
 - Traditional Town Meeting and/or Australian Ballot
- Presidential Primary – every 4 years
 - Have to Declare Party
- State Primary – every 2 years
 - No Party Declaration
- General Election – every 4 years
 - Universal Vote-by-Mail



Elections

Ensuring Election Security

- Cybersecurity
 - Built into our vendor contracts – with multiple independent reviews
 - Coordinate and receive advice from the Agency of Digital Services
- Physical Security
 - Our Division provides training with State and Federal partners to Town Clerks related to physical layout, de-escalation, and assessment of risk.
- Voter Checklist Maintenance
 - ERIC: Multi-State coordination of voter data
 - VT DMV


VERMONT
SECRETARY OF STATE

While they do that at the State level, we clerks work with elected members of the Board of Civil Authority

128 State Street
Montpelier, VT 05633
802-426-2363
sos.vermont.gov

Description ✕

Election Security in Vermont

 Vermont Secretary of State

20	1,522	Jul 23
Likes	Views	2024

Elections

What Is New?

- S.209 – Firearms in polling places
- Voter Guide (ahead of general election) at mvp.Vermont.gov
- Video on election security in Vermont (starring VT clerks!)
- Video in 14 languages on how to register and vote in VT
- Information and videos on disinformation, scams, deepfakes
- Increased focus on physical and cybersecurity
- Election Dry Run with clerks

What is Coming?

- A NEW Election Management System (April 2025)

VERMONT Secretary of State

My Voter Page

VERMONT SECRETARY OF STATE
COPELAND HANZAS

YOU MAY USE THIS SYSTEM TO CHECK YOUR:

- Voter registration status
- Absentee ballot status
- Mail-In application and ballot status
- Poll location
- Elected officials
- Registration information on file with the town office
- Sample ballot for the upcoming election
- Challenge letter response
- Take oath

Check if you are already registered to vote **Check Status**

Not yet registered to vote? **Register Online**

SIGN IN INFO

First Name:

Last Name:

Date of Birth: / / mmm/dd/yyyy

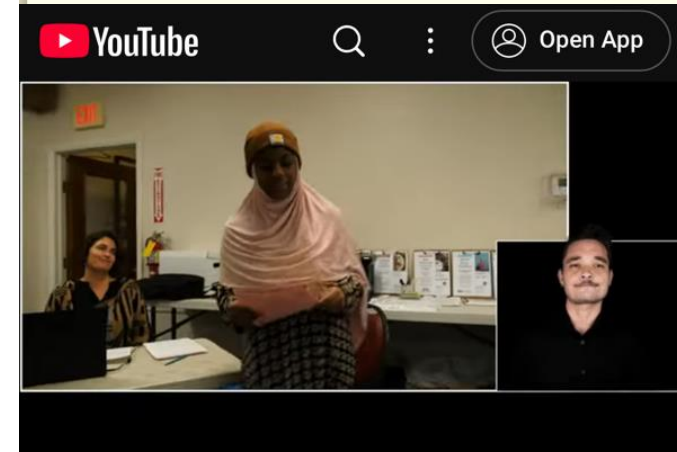
Registered Town: -- Select --

VT Driver's License/Permit ID:

or

Last Four of SSN:

Sign In



How to Register and Vote in Vermont Elections (with ASL)

1.2K views · 10 months ago ...more



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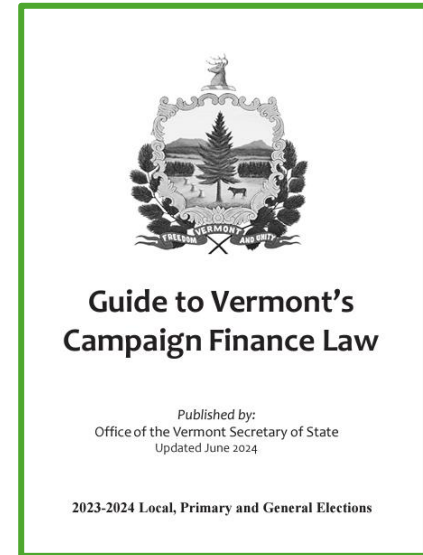
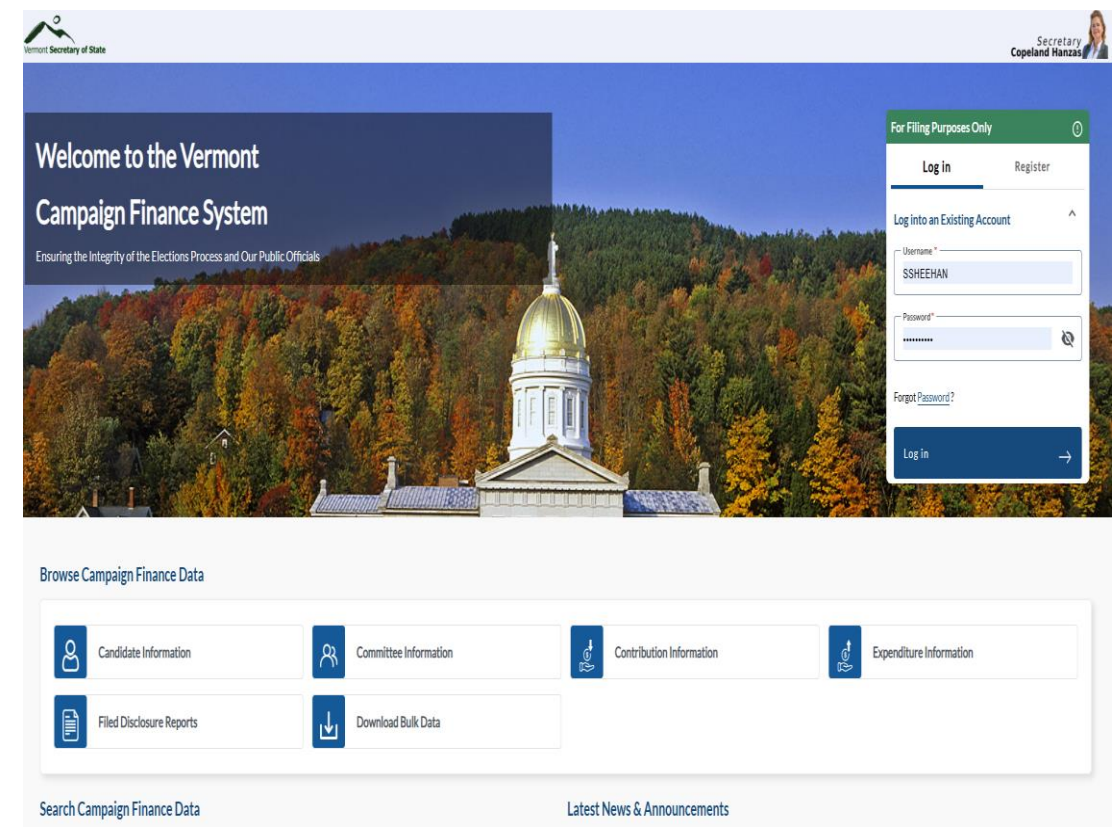
Campaign Finance

Key Resources

- Public access and transparency to how campaigns are funded in Vermont
- Campaign Finance Guide
- Trainings & Office Hours

What's New

- Transparency reports after each filing deadline
- NEW Campaign Finance System (1/6/25)



Lobbying

Key Resources

- Public access and transparency to the lobbying activity in Vermont
- Guide to Vermont's Lobbying Registration and Disclosure Law
- Trainings & Office Hours

What's New

- New Lobbying Information System (1/2/25)

Vermont Secretary of State

Secretary Copeland Hanzas

Home

Vermont Lobbying Information System

Login

Email

Password

Remember me

[Forgot your password?](#)

[Log in](#)

[Create New Registrant](#)

Elections Division Lobbying

This is your location to register an entity, file reports, and search all information filed by lobbyists, lobbyist employers, and lobbying firms.

Statistics

414 Lobbyists

541 Employers

22 Firms

Search

Search all information related to the lobbying activity filed with the Vermont Secretary of State.

[Search Options](#)

Helpful Links

[FAQ](#)

[Guide](#)

[Lobbyist Photobook 2025 - 2026](#)

Messages From the System Administrator

01/02/25: [LEGACY LOBBY SITE - CLICK HERE TO FILE JANUARY 15th FINAL REPORT FOR 2024](#)

The Legacy Lobbying System is available at - legacy.lobbying.vermont.gov
Please note that the legacy application is only available for registrants to file reports for the 2023-24 biennium.



Guide to Vermont's Lobbying Registration And Disclosure Law

**Including Common practice of the
Vermont Lobbying Information
System*

2023-2024 Biennium

Published by the
Office of the Vermont Secretary of State
Updated for the 2023-2024 Biennium

More Information

2024 Election Highlights

- Total votes: 372,885 – record high
- Early/absentee votes: >230,000 (>60% of total, similar to 2022)
- ~520,000 registered – record high
 - More than 6,900 same day registrations on Nov. 5

Elections Division Contact

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