

Election Overview

By state law, the Town Clerk is the Chief Election Official in the town and authorized to administer elections and all election-related processes and responsibilities for all elections:

- **Town Elections**
- **State Elections**
- **Presidential Elections**
- **Primaries – State / Presidential**
- **Special Elections**

General Duties and Administration

- provides general assistance for voters, candidates, political parties and committees
- conducts all voter registration sessions
- prepares the voting lists following each session
- maintains all voter registrations, changes, deletes and change-of-party requests
- issues party enrollment certificates
- organizes all aspects of the Town Caucus
- supplies nomination papers for candidates
- certifies signatures on all nomination papers and petitions
- oversees ballot preparations for all town elections
- processes and maintains absentee ballot requests
- tests and maintains all election voting equipment [regular & handicapped equipment]
- maintains State voter registration computer system
- trains and instructs poll workers
- tallies election results
- administers and oversees campaign finance practices for local candidates & committees
- certifies various election tally reports for the Secretary of State
- coordinates and conducts all recount activity
- maintains and preserves the records of all elections