

**CITY OF BARRE, VERMONT**  
**WASHINGTON COUNTY**

**POLLING PLACE POLICY**

**PURPOSE:** The purpose of this policy is to ensure that every election in Barre City is conducted in accordance with the laws of the State of Vermont, and that every election official, election worker, voter, candidate, poll watcher, media representative or individual involved with the polling place is aware of his/her rights and responsibilities on election day.

**LOCATION:** All annual and special elections and meetings shall be held at a central polling place in the City to be designated by the Council and which location is to be set forth in the warning. The conduct of said elections and meetings shall conform where applicable to the requirements as set forth in 17 V.S.A. §§ 2640-2667.

Per Barre City Charter, the City Council has designated the Civic Center Auditorium as the polling place for all annual and special elections and meetings. Under emergency circumstances, the Board of Civil Authority, working in conjunction with the Secretary of State's office, shall select another polling place that meets the requirements of Title 17 V.S.A. § 2502 "to assure that elderly and handicapped voters may conveniently and secretly cast their votes."

The main entrance to the polling place is located in the Barre City Civic Center Auditorium building through the front double doors, or for those requiring an accessible entrance, enter through the double doors to the right of the Auditorium to access the elevator. An individual who is unable to walk from the parking area to the polling place entrance may drive to the main entrance and be assisted by Board of Civil Authority or election workers/officials. Voters wishing to avail themselves of curbside voting, or friends or family members on the voter's behalf, may request such service from the Board of Civil Authority or election workers/officials in the Auditorium.

**DEFINITION OF POLLING PLACE:** The "Polling Place" where elections are held includes the paved area the Barre City Civic Center Auditorium (as facing the building), the steps, and all interior locations in the building. Inside the main lobby the following items will be posted as required by statute: a sample ballot, copy of the warning(s), the absentee voter list, Voters Bill of Rights, instructions on how to mark your ballot, and the Polling Place Policy.

**VOTING AREA:** Voting shall take place in the gymnasium unless otherwise designated.

**PRIOR TO ELECTION:** All voters have the right to see a sample ballot prior to the election. Early absentee ballots can be obtained in the Barre City clerk's office, or voters can request to have the ballot mailed to a designated address. A third party (friend, family member, political candidate, political party, health care provider) can request a ballot on behalf of a voter, and have the ballot mailed to the voter's address. An early absentee ballot may be requested by visiting the City Clerk's office, calling the office at 802 (476-0242), sending an email request to [cdawes@barrecity.org](mailto:cdawes@barrecity.org), or going online to [www.mvp.vermont.gov](http://www.mvp.vermont.gov).

**USE OF POLLING PLACE:** 17 V.S.A. § 2508 prohibits the following in the designated polling place: campaign literature, stickers, buttons, name stamps, information on write-in candidates, or other political materials that display the name of a candidate on the ballot or an organized political party or that demonstrate support or opposition to a question on the ballot. Within the building containing the polling place, no candidate, election official, or other person may distribute election materials, solicit voters regarding an item or candidate on the ballot, or otherwise campaign. No candidate or other person shall physically interfere with the progress of a voter to and from the polling place on the walks and driveways leading to the auditorium.

The provisions of 17 V.S.A. § 2508 shall also apply to the city clerk's office during any period of early or absentee voting.

**EXEMPTIONS:** Materials may be displayed or posted in the outer lobby of the auditorium upon permission of the Board of Civil Authority. This can include, but is not limited to reports, surveys, and polls. Requests for permission to display materials must be received by the City Clerk at least a week in advance of the election. The request must include information on:

1. Who the request is from, including name, phone number, email address.
2. What material(s) will be on display. Copies of the materials must accompany the request.
3. Will your display be staffed during the polling hours?

Those staffing their displays cannot interfere with the entrance or exit of voters. They cannot engage voters as they enter the polling place, and they cannot distribute materials to voters as they enter the polling place.

Space is limited, so requests will be considered on a first come, first served basis. The Board of Civil Authority reserves the right to deny any request it deems outside the scope of the statute and this policy.

The Presiding Officer shall designate display spaces in the lobby. An assigned space cannot be moved or changed without approval of the BCA or the Presiding Officer.

Requests for display space made on Election Day shall be decided by all BCA members in attendance at the time the request is made. Those BCA members in attendance shall vote whether to grant the request or not.

**POLLING HOURS:** The polling place hours for all elections will be 7:00 A.M. through 7:00 P.M.

**PRESIDING OFFICER:** The Presiding Officer or designee will oversee all election activities at the polling place, which may include, but are not limited to: ensuring the election is conducted in a fair, non-partisan manner; assigning group(s) to use the lobbies for activities other than voting, after they have been authorized to be there by the Board of Civil Authority; recruiting workers for election day; posting the Voter Rights Rules in a visible place.

**ENFORCEMENT:** Voters, Election Officials, Election Workers, and Poll Workers have an obligation to notify the Presiding Officer, or designee, of any violation/infracton of this policy.