Vermont League of Cities & Towns 2026-2027 Municipal Calendar

SERVING & STRENGTHENING VERMONT LOCAL GOVERNMENT

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JULY 2026

S	M	T	W	T	F	S
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AUGUST 2026

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SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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DECEMBER 2026

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JANUARY 2027

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FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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27	28	29	**30**			

July

1 Town clerk to submit civil marriage license quarterly report and fees to state treasurer. 32 V.S.A. § 1712(1)

1 Last day for town clerk to submit name of town treasurer to state treasurer. 24 V.S.A. § 1166

2 (40 days before the primary election) Last day for board of civil authority to divide the checklist, if necessary, according to geographic boundaries and designate polling places, respectively. 17 V.S.A. § 2501(a)

2 In towns of fewer than 5,000 inhabitants, last day that listers shall hear grievances. 32 V.S.A. § 4221; 32 V.S.A. § 4341

2 (40 days before the primary election) Last day for town clerk to request additional ballots for election from secretary of state, if needed. 17 V.S.A. § 2478(c)

3 Independence Day (Observed) 1 V.S.A. § 371(a)

7 (At least five days before notice of the primary election is posted) Secretary of state must furnish each town clerk at least five copies of the primary election warning and notice for each polling place. Town clerk must list the polling place, address, and time polls open in the blanks on each warning. 17 V.S.A. § 2521(b)

9 In towns of more than 5,000 inhabitants, last day for listers to commence grievance hearings. 32 V.S.A. § 4221; 32 V.S.A. § 4341

12 (Not less than 30 days before the primary election) Last day to post warning for the statewide primary election. The warning and notice must be posted in at least two public places and in or near the town clerk's office. 17 V.S.A. § 2521(a)

12 (At least 30 days before the primary election) The most recent checklist of the town must be posted in two or more public places in town and at the clerk's office. In towns with a population fewer than 5,000, only one checklist in addition to the one at the clerk's office must be posted. 17 V.S.A. § 2141

12 (Beginning 30 days before the primary election) If the board of civil authority voted, last day to post notice of early deposit of voter absentee ballots in towns using vote tabulators. Notice must be posted in at least two public places in town and in or near the town clerk's office. 17 V.S.A. § 2546a

12 (30 days before the primary election) Town clerk must submit a list of polling places (location, physical address, and time it will be open) used in the election to the secretary of state. 17 V.S.A. § 2502(f)(1)

15 Last day for school, fire district, and village clerks to deliver to town clerk a statement of taxes assessed during year ending June 30. 32 V.S.A. § 3461

22 In towns of more than 5,000 inhabitants, last day that listers shall hear grievances. 32 V.S.A. § 4221; 32 V.S.A. § 4341

22 (Not later than 20 days before the primary election) Last day for town clerk to post sample ballots for municipal election in at least two public places within the town and in or near the clerk's office. 17 V.S.A. § 2522(a)

25 In towns of fewer than 5,000 inhabitants, last day for listers to lodge the grand list with town clerk for public inspection. 32 V.S.A. § 4151; 32 V.S.A. § 4341

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32 V.S.A. § 5842

30 In municipalities with fiscal year ending June 30, last day for town clerk to publicly disclose fees kept as compensation for that fiscal year. 24 V.S.A. § 1179

31 Last day for legislative body to acknowledge receipt of and review the auditor of accounts' internal controls document pursuant to 32 V.S.A. § 163(11), regarding internal financial controls which the town treasurer has completed and provided to the legislative body. 24 V.S.A. § 872(b)

31 Last day to file Form 941 (Quarterly Withholding Return) with Internal Revenue Service.

August

1 (At least 10 days before the primary election) Vote tabulators must be tested using official ballots that are clearly marked "test ballots." The test is open to the public. 17 V.S.A. § 2493(b)

6 (Beginning five business days before the primary election) Clerks must make a reasonable effort to notify voters of defective ballots, but are no longer required to mail notice to voters. Must record defective status in VEMS within 24 hours. 17 V.S.A. § 2546(b)

6 (Periodically, or at least five days before the primary election) Last day for town clerk to forward to board of civil authority a list of additions to the voter checklist. 17 V.S.A. § 2144b(d)

6 (By 5:00 PM on the Thursday preceding the primary election) Last day for minor party candidates to file party nomination and consent forms and last day for independent candidates for statewide office and general assembly to file paperwork for general election. 17 V.S.A. § 2386(c)(1)

8 (Not later than three days before the primary election) Deadline for board of civil authority – or, upon request of the board, the town clerk – to designate pairs of justices of the peace, ensuring political balance in each pair, for delivery of absentee ballots to ill or physically disabled voters. 17 V.S.A. § 2538(a)(2)

10 (Up to 5:00 PM or closing of town clerk's office) Voters or their family members, authorized persons, or health care providers may request early or absentee ballots. If the clerk does not have office hours on the day before the election, then requests may be filed until the closing of the clerk's office on the last day the office has hours before the election. 17 V.S.A. § 2531(a)(1)

10 (Any day other than election day) Town clerk must accept a person's application to be placed on the checklist at the town clerk's office during normal business hours. 17 V.S.A. § 2144(a)

10 (Any time before the day of the election) The board of civil authority must appoint assistant election officers, and, if more than one polling place is used, a presiding officer for each. 17 V.S.A. § 2452; 17 V.S.A. § 2454; 17 V.S.A. § 2455

11 Statewide Primary Election Day 17 V.S.A. § 2351

11 (Before polls open) Presiding officer must post a copy of the warning, notice, and sample ballots. Signs must be placed on or near the ballot boxes explaining procedures for depositing ballots. 17 V.S.A. § 2523

11 Town clerk must provide presiding officer of each polling place two certified copies of the checklist applicable to that polling place. 17 V.S.A. § 2507

11 (Before polls open) Town clerk must give election officials a list of those voters who have already cast early or absentee ballots. 17 V.S.A. § 2548(a)

11 Polls must open no earlier than 5:00 AM and no later than 10:00 AM. Polls remain open until 7:00 PM. 17 V.S.A. § 2561(a)

11 (During polling hours) Presiding officer must ensure that there is no campaigning of any kind and no campaign literature 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 are displayed, placed, handed out, or allowed to remain within the building containing the polling place. Presiding officer must also ensure that no candidate or other person physically interferes with the progress of a voter on walks and driveways leading to the polling place. 17 V.S.A. § 2508

11 (During polling hours) A person may submit an application for addition to the checklist to the presiding officer at the polling place. Presiding officer must review submitted applications and determine if they meet the requirements of 17 V.S.A. § 2121. Upon approval, the applicant's name must be added to the checklist at the polling place, and the applicant must be provided with the opportunity to vote in the election. 17 V.S.A. § 2121; 17 V.S.A. § 2144(b)

11 (Before the close of the polls) All voter registration applications that are returned to the town clerk on election day shall be considered and acted upon by the board of civil authority before the ballots are counted. 17 V.S.A. § 2532(c)(3)(A)

11 All early voter absentee ballots the clerk receives before the polls close on election day shall be counted if (1) they were returned by any means to the town clerk's office before the close of business on the day before the election; (2) they were mailed to the town clerk's office before the close of the polls on the day of the election; or (3) they were hand delivered to the presiding officer at the voter's polling place. 17 V.S.A. § 2543(d)

11 (As soon as possible after the polls close) Presiding officer must examine certified checklists and prepare a statement of discrepancies. Unless the board of civil authority votes not to use an exit checklist, each checklist shall be identified as either the "entrance" or the "exit" checklist. 17 V.S.A. § 2507; 17 V.S.A. § 2583

11 (As soon as practicable) Town clerk must enter the unofficial vote counts of all candidates whose names appeared on the ballot to the secretary of state. 17 V.S.A. § 2588(3)

13 (Within 48 hours of polls closing) Town clerk must deliver one certified copy of the signed official return of vote. 17 V.S.A. § 2588(6)(C)

14 In towns of more than 5,000 inhabitants, last day for listers to lodge the grand list with town clerk for public inspection. 32 V.S.A. § 4151; 32 V.S.A. § 4341

15 Last day for town clerk to electronically transmit a copy of the grand list, tax rates, and assessed tax amount to the director of property valuation and review. 32 V.S.A. § 5404(b)

17 Bennington Battle Day (observed) 1 V.S.A. § 371(a), (b)

18 (Within five business days of election day) Last day for the town clerk to add the information in the applications submitted at the polling place to the statewide voter checklist. 17 V.S.A. § 2144(b)(2)

18 (Within seven calendar days after the election) Last day for a candidate to file a petition for a recount in superior court. 17 V.S.A. § 2602(b)(1)

21 (No later than 5:00 PM on the tenth day following the primary election) Last day for individuals nominated for the same office by more than one political party to elect the party or parties for which they will be candidates. 17 V.S.A. § 2474(a)(1)

26 (Within 15 days after the election) Last day a legal voter may contest results of a vote at the primary election by filing a complaint with county superior court. 17 V.S.A. § 2603(a-c)

September

4 (Not less than 60 days before the general election) In towns using Australian ballot, last day the board of civil authority may vote to require a town with fewer than 1,000 registered voters to use vote tabulators to register and count votes. 17 V.S.A. § 2491(a)

7 Labor Day 1 V.S.A. § 371(a)

15 Last day for town clerk to remit to state treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for a rabies control program. 20 V.S.A. § 3581(f)

19 (Beginning 45 days before the general election) First day a town clerk may direct two election officials to open outer envelopes in order to check and sort absentee ballots, check the name of the early voter off the entrance checklist, and place certificate envelopes into a secure container marked "checked in early absentee ballots." Notice to voters of defective ballots commences. 17 V.S.A. § 2546(a)

21 (43 days before the general election) If the board of civil authority voted, drop boxes must be made available for the return of ballots. 17 V.S.A. § 2543(c)

24 (40 days before the general election) Last day for town clerk to request additional ballots for election from secretary of state, if needed. 17 V.S.A. § 2478(c)

24 (40 days before the general election) Last day for board of civil authority to divide the checklist, if necessary, according to geographic boundaries and designate polling places, respectively. 17 V.S.A. § 2501(a)

October

1 Town clerk to submit civil marriage license quarterly report and fees to state treasurer. 32 V.S.A. § 1712(1)

4 (At least 30 days before the general election) The most recent checklist of the town must be posted in two or more public places in town and at the clerk's office. In towns with a population fewer than 5,000, only one checklist in addition to the one at the clerk's office must be posted. 17 V.S.A. § 2141

4 (Not less than 30 days before the general election) Last day to post warning for the statewide general election. The warning and notice must be posted in at least two public places and in or near the town clerk's office. 17 V.S.A. § 2521(a)

4 (Beginning 30 days before the general election) If the board of civil authority voted, last day to post notice of early deposit of voter absentee ballots in towns using vote tabulators. Notice must be posted in at least two public places in town and in or near the town clerk's office. 17 V.S.A. § 2546a

4 (30 days before the general election) Town clerk must submit a list of polling places (location, physical address, and time it will be open) used in the election to the secretary of state. 17 V.S.A. § 2502(f)(1)

6 VLCT Annual Meeting.

7 VLCT Town Fair, DoubleTree by Hilton, South Burlington.

10 Last day for town clerks to enter voter participation for the primary election into the statewide checklist. 17 V.S.A. § 2593

12 Indigenous Peoples' Day 1 V.S.A. § 371(a)

14 (Not later than 20 days before the general election) Last day for town clerk to post sample ballots for municipal election in at least two public places within the town and in or near the clerk's office. 17 V.S.A. § 2522(a)

24 (At least 10 days before the general election) Vote tabulators must be tested using official ballots that are clearly marked "test ballots." The test is open to the public. 17 V.S.A. § 2493(b)

26 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32 V.S.A. § 5842

27 (Beginning five business days before the general election) Clerks must make a reasonable effort to notify voters of defective ballots, but are no longer required to mail notice to voters. Must record defective status in VEMS within 24 hours. 17 V.S.A. § 2546(b)

29 (Periodically, or at least five days before Town Meeting Day) Last day for town clerk to forward to board of civil authority a list of additions to the voter checklist. 17 V.S.A. § 2144b(d)

31 (Not later than three days before the general election) Deadline for board of civil authority – or, upon request of the board, the town clerk – to designate pairs of justices of the peace, ensuring political balance in each pair, for delivery of absentee ballots to ill or physically disabled voters. 17 V.S.A. § 2538(a)(2)

31 Last day to file Form 941 (Quarterly Withholding Return) with the IRS.

November

2 (Any day other than election day) Town clerk must accept a person's application to be placed on the checklist at the town clerk's office during normal business hours. 17 V.S.A. § 2144(a)

2 (Up to 5:00 PM or closing of town clerk's office) Voters or their family members, authorized persons, or health care providers may request early or absentee ballots. If the clerk does not have office hours on the day before the election, then requests may be filed until the closing of the clerk's office on the last day the office has hours before the election. 17 V.S.A. § 2531(a)(1)

2 (Any time before the day of the election) The board of civil authority must appoint assistant election officers, and, if more than one polling place is used, a presiding officer for each. 17 V.S.A. § 2452; 17 V.S.A. § 2454; 17 V.S.A. § 2455

3 General Election Day 17 V.S.A. § 2103(15)

3 (Before polls open) Presiding officer must post a copy of the warning, notice, and sample ballots. Signs must be placed on or near the ballot boxes explaining procedures for depositing ballots. 17 V.S.A. § 2523

3 Town clerk must provide presiding officer of each polling place two certified copies of the checklist applicable to that polling place. 17 V.S.A. § 2507

3 (Before polls open) Town clerk must give election officials a list of those voters who have already cast early or absentee ballots. 17 V.S.A. § 2548(a)

3 Polls must open no earlier than 5:00 AM and no later than 10:00 AM. Polls remain open until 7:00 PM 17 V.S.A. § 2561(a)

3 (During polling hours) Presiding officer must ensure that there is no campaigning of any kind and no campaign literature 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 are displayed, placed, handed out, or allowed to remain within the building containing the polling place. Presiding officer must also ensure that no candidate or other person physically interferes with the progress of a voter on walks and driveways leading to the polling place. 17 V.S.A. § 2508

3 (During polling hours) A person may submit an application for addition to the checklist to the presiding officer at the polling place. Presiding officer must review submitted applications and determine if they meet the requirements of 17 V.S.A. § 2121. Upon approval, the applicant's name must be added to the checklist at the polling place, and the applicant must be provided with the opportunity to vote in the election. 17 V.S.A. § 2121; 17 V.S.A. § 2144(b)

3 (Before the close of the polls) All voter registration applications that are returned to the town clerk on election day shall be considered and acted upon by the board of civil authority before the ballots are counted. 17 V.S.A. § 2532(c)(3)(A)

3 All early voter absentee ballots the clerk receives before the polls close on election day shall be counted if (1) they were returned by any means to the town clerk's office before the close of business on the day before the election; (2) they were mailed to the town clerk's office before the close of the polls on the day of the election; or (3) they were hand delivered to the presiding officer at the voter's polling place. 17 V.S.A. § 2543(d)

3 (As soon as possible after the polls close) Presiding officer must examine certified checklists and prepare a statement of discrepancies. Unless the board of civil authority votes not to use an exit checklist, each checklist shall be identified as either the "entrance" or the "exit" checklist. 17 V.S.A. § 2507; 17 V.S.A. § 2583

3 (As soon as practicable) Town clerk must enter the unofficial vote counts of all candidates whose names appeared on the ballot to the secretary of state. 17 V.S.A. § 2588(3)

5 (Within 48 hours of polls closing) Town clerk must deliver one certified copy of the signed official return of vote. 17 V.S.A. § 2588(6)(C)

10 (Within five business days of Election Day) Last day for the town clerk to add the information in the applications submitted at the polling place to the statewide voter checklist. 17 V.S.A. § 2144(b)(2)

10 (Within seven calendar days after the election) Last day for a candidate to file a petition for a recount in superior court. 17 V.S.A. § 2602(b)(1)

11 Veterans' Day 1 V.S.A. § 371(a)

18 (Within 15 days after the general election) Last day a legal voter may contest results of a vote at the general election by filing a complaint with county superior court. 17 V.S.A. § 2603(a-c)

26 Thanksgiving Day 1 V.S.A. § 371(a)

December

1 Last day to pay property taxes in towns that voted to collect interest on overdue taxes. 32 V.S.A. § 5136(a)

1 Last day for town treasurer to pay nonresidential and homestead education taxes to the state treasurer. 32 V.S.A. § 5402(c)

14 Last day for listers to notify persons of omissions from inventory. 32 V.S.A. § 4086

22 (70 days before Town Meeting Day) First day to warn the first public hearing if a charter adoption, amendment, or repeal is to be voted on at town meeting. 17 V.S.A. § 2645(a)(3),(6),

25 Christmas Day 1 V.S.A. § 371(a)

31 Town fiscal year ends, unless voted otherwise. 24 V.S.A. § 1683(c)

31 Last day for listers to correct real or personal estate omission or obvious error in grand list, with approval of the legislative body. 32 V.S.A. § 4261

January

1 New Year's Day 1 V.S.A. § 371(a)

1 Town clerk to submit civil marriage license quarterly report and fees to state treasurer. 32 V.S.A. § 1712(1)

1 (Not less than 60 days before Town Meeting Day) In towns using Australian ballot, last day the board of civil authority may vote to require a town with fewer than 1,000 registered voters to use vote tabulators to register and count votes. 17 V.S.A. § 2491(a)

1 (60 days before Town Meeting Day) Last day to warn the first public hearing if a charter adoption, amendment, or repeal is to be voted at town meeting. 17 V.S.A. § 2645(a)(3), (6); 17 V.S.A. § 2641(a)

2 Last day for town clerks to enter voter participation for the General Election into the statewide checklist. 17 V.S.A. § 2593

6 (First Wednesday after the first Monday of January) Legislature reconvenes. Vermont Constitution, Ch. II, § 7

14 (Not fewer than 47 days before Town Meeting Day) Last day to file petitions signed by at least five percent of the voters with town clerk for articles to be included in town meeting warning. 17 V.S.A. § 2642(a)(3)(A)

15 Last day for town clerk to remit to state treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for a rabies control program. 20 V.S.A. § 3581(f)

15 Last day for tax collector to deliver list of unpaid real and personal property taxes to town treasurer. 32 V.S.A. § 5162

15 (Within 24 hours of receipt of petition) Town clerk must return nominating petitions found not to conform, stating in writing the reasons why they cannot be accepted. 17 V.S.A. § 2642(a)(3)(B); 17 V.S.A. § 2681(e)

16 (Beginning 45 days before Town Meeting Day) First day a town clerk may direct two election officials to open outer envelopes in order to check and sort absentee ballots, check the name of the early voter off the entrance checklist, and place certificate envelopes into a secure container marked "checked in early absentee ballots." Notice to voters of defective ballots commences. 17 V.S.A. § 2546(a)

18 Martin Luther King, Jr.'s Birthday 1 V.S.A. § 371(a)

18 (43 days before Town Meeting Day) If the board of civil authority voted, drop boxes must be made available for the return of ballots. 17 V.S.A. § 2543(c)

19 (48 hours after petitions returned) Last day for filing of supplementary petitions if at least five percent of the municipality's voters signed the original petition – extended from Sunday 1/17 to Tuesday 1/19 by 17 V.S.A. § 2103(13). 17 V.S.A. § 2642(a)(3)(B); 17 V.S.A. § 2103(13)

21 (40 days before Town Meeting Day) Last day for town clerk to request additional ballots for election from secretary of state, if needed. 17 V.S.A. § 2478(c)

21 (At least 40 days before election) Last day for board of civil authority to divide the checklist, if necessary, according to geographic boundaries and designate polling places, respectively. 17 V.S.A. § 2501(a)

21 (40 days before Town Meeting Day) First day for the legislative body to warn the meeting by posting the warning and notice in at least two public places and in or near the town clerk's office. The warning shall also be posted on the municipality's website if it is regularly updated. 17 V.S.A. § 2641(a), (b)

21 (10 days before first public hearing on charter proposal) Official copy of proposed charter amendments must be filed in town clerk's office if vote is to be taken on Town Meeting Day. 17 V.S.A. § 2645(a)(2)

21 (At least 10 days before informational hearing) Legislative body must post warning for public informational hearing on any public question or budget to be voted by Australian ballot at town meeting. 17 V.S.A. § 2680(h)

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32 V.S.A. § 5842

25 (Sixth Monday before election) 5:00 PM deadline for filing with the town clerk a written consent form for the candidate's name to be on the Australian ballot for local office. 17 V.S.A. § 2681(a)

26 (Within 24 hours of receipt of petition) Town clerk must return nominating petitions found not to conform, stating in writing the reasons why they cannot be accepted. 17 V.S.A. § 2681(e)

26 (35 days before Town Meeting Day) Last day for auditors to post or publish 10-day notice of their meeting to examine town accounts. 24 V.S.A. § 1681

27 (Wednesday after filing deadline) 5:00 PM deadline for candidates for town office to file supplementary petitions if initial petition was not accepted, or to withdraw after they have consented to be nominated for town office. 17 V.S.A. § 2681

30 In municipalities with fiscal year ending December 31, last day for town clerk to publicly disclose fees kept as compensation for that fiscal year. 24 V.S.A. § 1179

31 (Beginning 30 days before Town Meeting Day) If the board of civil authority voted, last day to post notice of early deposit of voter absentee ballots in towns using vote tabulators. Notice must be posted in at least two public places in town and in or near the town clerk's office. 17 V.S.A. § 2546a

31 (30 days before Town Meeting Day) Last day for the legislative body to warn the town meeting by posting the warning and notice in two public places and in or near the town clerk's office. The warning shall also be posted on the municipality's website if it is regularly updated. 17 V.S.A. § 2641(a), (b)

31 (At least 30 days before Town Meeting Day) Last day to hold first public hearing on charter amendments if article is to be voted on at town meeting. 17 V.S.A. § 2645(a)(3)

31 (Within the 30 days preceding Town Meeting Day) Legislative body must hold a public informational hearing on any public question or budget to be voted by Australian ballot at town meeting. 17 V.S.A. § 2680(h)

31 (30 days before election) Town clerk must submit a list of polling places (location, physical address, and time it will be open) used in the election to the secretary of state. 17 V.S.A. § 2502(f)(1)

31 Last day to file Form 941 (Quarterly Withholding Return) with Internal Revenue Service.

31 Last day to mail W-2 Withholding Forms to employees.

February

1 Deadline for tax collector to turn over monies collected and settle account with town treasurer. 24 V.S.A. § 1532

1 Last day for listers to file corrected grand list for preceding year in order to render it valid. 32 V.S.A. § 4112

5 (25 days before Town Meeting Day) Last day for auditors to meet to examine and adjust town finances. Town officers must settle accounts with auditors by this date to be eligible for re-election. 24 V.S.A. § 992

10 Last day for the legislative body to file with the town clerk an annual statement of description and measurement of all class one, two, three, and four town highways and trails then in existence, including special designations. 19 V.S.A. § 305(b)

10 (As soon as they are available and not less than 20 days before the election) In towns using Australian ballot, last day to mail ballots to all active and registered voters if the legislative body voted to do so. 17 V.S.A. § 2680(g)

10 (Not later than 20 days before election) In towns using Australian ballot, ballots must be prepared and available, and early and absentee voting begins in accordance with 17 V.S.A. Ch. 51, subchapter 6. 17 V.S.A. § 2681a

15 Presidents' Day 1 V.S.A. § 371(a)

16 (At least two weeks before Town Meeting Day) Town clerk must have liquor ballots printed if liquor issue is on town meeting agenda and if town does not use Australian ballot. 7 V.S.A. § 161; 7 V.S.A. § 163

20 (At least 10 days before Town Meeting Day) Vote tabulators must be tested using official ballots that are clearly marked "test ballots." The test is open to the public. 17 V.S.A. § 2493(b)

20 (Not later than 10 days before Town Meeting Day) Last day for town clerk to post sample ballots for municipal election in at least two public places within the town and in or near the clerk's office. 17 V.S.A. § 2522(a)

20 (At least 10 days before Town Meeting Day) Town meeting warning must be published in annual town (auditors') report by this date (unless town has voted to provide notice of the report's availability) to avoid publishing the warning in newspaper. 17 V.S.A. § 2641(b)

20 (At least 10 days before Town Meeting Day) Annual town (auditors') report, or the findings of the public accountant employed in accordance with 17 V.S.A. § 2641(b), must be distributed. 24 V.S.A. § 1682

25 (Periodically, or at least five days before Town Meeting Day) Last day for town clerk to forward to board of civil authority a list of additions to the voter checklist. 17 V.S.A. § 2144b(d)

25 (At least five days before Town Meeting Day) Warning must be published in a newspaper of general circulation in the municipality if the warning has not been distributed in the annual town (auditors') report or otherwise. 17 V.S.A. § 2641(b)

25 (Five days before Town Meeting Day) Town treasurer must settle accounts with auditors. 24 V.S.A. § 1578

27 (Not later than three days before Town Meeting Day) Deadline for board of civil authority – or, upon request of the board, the town clerk – to designate pairs of justices of the peace, ensuring political balance in each pair, for delivery of absentee ballots to ill or physically disabled voters. 17 V.S.A. § 2538(a)(2)

27 (On any of the three days immediately preceding the first Tuesday in March) Towns that have voted to do so may start town meeting and transact non-Australian ballot-related business. 17 V.S.A. § 2640(b)

27 (As soon as early voter absentee ballots are available and not later than this date) In towns using Australian ballot, town clerk must give justices of the peace lists of ill or physically disabled applicants to be visited, together with early or absentee voter ballots and envelopes for each. 17 V.S.A. § 2538(a)(2)

March

1 (Up to 5:00 PM or closing of town clerk's office) Voters or their family members, authorized persons, or health care providers may request early or absentee ballots. If the clerk does not have office hours on the day before the election, then requests may be filed until the closing of the clerk's office on the last day the office has hours before the election. 17 V.S.A. § 2531(a)

1 Last day for legislative body to hold public informational hearing on any public question to be voted by Australian ballot at town meeting if not held in conjunction with town meeting. 17 V.S.A. § 2680(h)(2)(A)

1 (Any time before the day of the election) The board of civil authority must appoint assistant election officers, and, if more than one polling place is used, a presiding officer for each. 17 V.S.A. § 2452; 17 V.S.A. § 2454; 17 V.S.A. § 2455

2 Town Meeting Day (unless the town charter changes the date or the voters have voted to begin on one of the three days preceding this day). 1 V.S.A. § 371(a)

2 (Before polls open) Presiding officer must post a copy of the warning, notice, and sample ballots. Signs must be placed on or near the ballot boxes explaining procedures for depositing ballots. 17 V.S.A. § 2523

2 Town clerk must provide presiding officer of each polling place two certified copies of the checklist applicable to that polling place. 17 V.S.A. § 2507

2 (Before polls open) Town clerk must give election officials a list of those voters who have already cast early or absentee ballots. 17 V.S.A. § 2548(a)

2 Polls must open no earlier than 5:00 AM and no later than 10:00 AM. Polls remain open until 7:00 PM. 17 V.S.A. § 2561(a)

2 (During polling hours) Presiding officer must ensure that there is no campaigning of any kind and no campaign literature 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 are displayed, placed, handed out, or allowed to remain within the building containing the polling place. Presiding officer must also ensure that no candidate or other person physically interferes with the progress of a voter on walks and driveways leading to the polling place. 17 V.S.A. § 2508

2 (During polling hours) A person may submit an application for addition to the checklist to the presiding officer at the polling place. Presiding officer must review submitted applications and determine if they meet the requirements of 17 V.S.A. § 2121. Upon approval, the applicant's name must be added to the checklist at the polling place, and the applicant must be provided with the opportunity to vote in the election. 17 V.S.A. § 2121; 17 V.S.A. § 2144(b)

2 Moderator must open town floor meeting at the time established by legislative body (unless town voted other time at a preceding meeting). 17 V.S.A. § 2655

2 (Before the close of the polls) All voter registration applications that are returned to the town clerk on election day shall be considered and acted upon by the board of civil authority before the ballots are counted. 17 V.S.A. § 2532(c)(3)(A)

2 All early voter absentee ballots the clerk receives before the polls close on election day shall be counted if (1) they were returned by any means to the town clerk's office before the close of business on the day before the election; (2) they were mailed to the town clerk's office before the close of the polls on the day of the election; or (3) they were hand delivered to the presiding officer at the voter's polling place before the closing of the polls at 7:00 PM. 17 V.S.A. § 2543(d)

2 (As soon as possible after the polls close) Presiding officer must examine certified checklists and prepare a statement of discrepancies. Unless the board of civil authority votes not to use an exit checklist, each checklist shall be identified as either the "entrance" or the "exit" checklist. 17 V.S.A. § 2507; 17 V.S.A. § 2583

2 (As soon as practicable) Town clerk must enter the unofficial vote counts of all candidates whose names appeared on the ballot to the secretary of state. 17 V.S.A. § 2588(3)

2 (Immediately after vote is counted) Under the direction of the legislative body, the town clerk shall announce and post the results of any charter amendments. 17 V.S.A. § 2645(b)(2); 17 V.S.A. § 2663

7 (Within five days after Town Meeting Day) Last day for a candidate in a tied race to withdraw. The other candidate is then declared the winner by the town clerk and there is no runoff election. 17 V.S.A. § 2682b

7 (Within five days after Town Meeting Day) Town clerk must certify votes on financial actions to town treasurer and to the chair of the legislative body. 24 V.S.A. § 1167

7 (Within five business days after Town Meeting Day) Last day for the town clerk to add the information in the applications submitted at the polling place to the statewide voter checklist. 17 V.S.A. § 2144(b)(2)

9 (Within seven days after Town Meeting Day) Last day to warn a runoff election if there was a tie vote for any Australian ballot race at town meeting. 17 V.S.A. § 2682b

12 (Within 10 days after Town Meeting Day) Last day for town clerk to certify to secretary of state the facts of origin and procedure followed for each municipal charter amendment proposal. Clerk must also certify the result of any vote required before an act of the General Assembly takes effect. 17 V.S.A. § 2645(b)(2); 17 V.S.A. § 2663

12 (Within 10 days after Town Meeting Day) Last day for a losing candidate for local office to request a recount of an election voted by Australian ballot by filing a petition with the town clerk. 17 V.S.A. § 2683(a)

12 (Within 10 days after Town Meeting Day) Last day for a registered voter to file a petition with the town clerk requesting a recount of any question voted by Australian ballot that passed or failed by less than five percent. 17 V.S.A. § 2688

17 (Within 15 days after Town Meeting Day) Last day a legal voter may contest results of Australian ballot vote at town meeting by filing a complaint with county superior court. 17 V.S.A. § 2603(a-c)

24 (15 days after warning the runoff election) First day a runoff election may be held. 17 V.S.A. § 2682b

31 (22 days after warning the runoff election) Last day a run-off election may be held. 17 V.S.A. § 2682b

April

1 Last day for dog or wolf-hybrid licensing. 20 V.S.A. § 3581(a)

1 Town clerk to submit civil marriage license quarterly report and fees to state treasurer. 32 V.S.A. § 1712(1)

1 Last day for Town Clerk to furnish Listers with transfer book for preceding 12-month period. 32 V.S.A. § 3485(a)

1 Date by which appraisal value of real and personal property is set. 32 V.S.A. § 3482

1 (Within 30 days of election) Last day a petition for reconsideration or rescission of a question considered or voted at town meeting can be filed. 17 V.S.A. § 2661(b)

21 Last day for return of property inventories to listers. 32 V.S.A. § 4004; 32 V.S.A. § 3004

25 State Withholding Tax Return is due (actual date by which return must be postmarked is shown on the printed form) if reporting less than $2,500 per quarter. More than $2,500 requires monthly report; more than $9,000 requires semi-weekly report. 32 V.S.A. § 5842

30 Last day to file Form 941 (Quarterly Withholding Return) with the IRS.

May

1 (Within 60 days of town meeting petition receipt) Last day for a municipal vote to be held at a duly warned meeting if a petition for reconsideration or rescission of a question considered or voted at town meeting was filed on April 3. 17 V.S.A. § 2661(b)

3 Last day for town clerks to enter voter participation for the annual meeting into the statewide checklist. 17 V.S.A. § 2593

15 Last day for town clerk to remit to state treasurer an accounting of dog and wolf-hybrid licenses sold and remit the license fee surcharge for a rabies control program. 20 V.S.A. § 3581(f)

31 Memorial Day 1 V.S.A. § 371(a)

June

1 Town treasurer must pay to the state treasurer one-half of the municipality's nonresidential and homestead education taxes. 32 V.S.A. § 5402(c)

1 (91st day after town meeting election) In towns using Australian ballot, town clerk may open and destroy used town meeting ballots and tally sheets, except as otherwise provided by court order or federal law. 17 V.S.A. § 2590(d)

4 In towns of fewer than 5,000 inhabitants, last day for listers to lodge the abstract of individual lists with town clerk for public inspection. 32 V.S.A. § 4111; 32 V.S.A. § 4341

18 Juneteenth (Observed) 1 V.S.A. § 371(a)

19 In towns of fewer than 5,000 inhabitants, last day that listers shall hear grievances. 32 V.S.A. § 4221; 32 V.S.A. § 4341

24 In towns of 5,000 or more inhabitants, last day for listers to lodge the abstract of individual lists with town clerk for public inspection. 32 V.S.A. § 4111; 32 V.S.A. § 4341

30 End of fiscal year for municipalities that have adopted a July 1 through June 30 fiscal year calendar. 24 V.S.A. § 1683(c)

30 Town treasurer must, by this date, complete the form provided by the state auditor that ensures proper use of public funds and provide a copy to the legislative body for its review. 24 V.S.A. § 1571(d)

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