



Recommendations to Improve Town Websites for Voters and Town Officials

This template was developed by the New Hampshire League of Women Voters, Open Democracy, Kent Street Coalition, and the New Hampshire Campaign for Voting Rights as the culmination of a standardized, volunteer-driven survey of 240 town websites in New Hampshire completed in July 2022. It offers voter information that should be included on all New Hampshire town websites.

The first place voters look for voting and election information is their town website. The results of the survey show that accurate and complete voter information is missing from most town websites in New Hampshire. In some cases, information is available but difficult to find if one did not already know that the town clerk is involved in voter registration. We hope the Secretary of State's office will consider using this template to assist town and city clerks in making voting information more accessible to their residents, so that all eligible Granite Staters may exercise their freedom to vote. Easier access to voting information via the town's website should also ease some of the work of town officials during election cycles, particularly the town clerks and Supervisors of the Checklist who handle voter registration and absentee ballot requests.

We suggest every New Hampshire town or city website contain the following items:

First, every website should have prominently displayed on its homepage a menu item labeled “**Voter Information**” or “**Elections**,” which should include the following sub headings:

1. **How to Register to Vote**
2. **How to Vote**
3. **Elections**
4. **Election Official Contact Information**

Each of the above four sections is explained below. Alternatively or additionally, towns can link to this page from the Secretary of State's website: <<https://www.sos.nh.gov/elections/voters>>

How to Register to Vote

There are four ways to register to vote in New Hampshire. Each requires proof of identity, age, citizenship, and where you live. If you do NOT have documentation proving one or more of these things, you may sign an official form (affidavit).

Register to vote at the town (or city) clerk's office up to 6-13 days before any election

- The town clerk's office is at (*address, for example 4 Park Street*)
- The town clerk's office hours are (*for example, M-W 9 to 3; Thurs noon to 7pm*)

Register to vote with your local Supervisors of the Checklist

- Supervisors of the Checklist are required to meet at designated times to accept registrations and changes in party affiliation.
- These times are posted in the town office and other public places (*be specific about where*).
- (*Supervisors of the Checklist hours should also be posted here and the list updated as needed.*)

Register to vote on the day of any election, at the polling place



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- This will take extra time. Look for the voter registration table.

Register absentee, by mail

- Voters who are unable to register in person because of physical disability, religious reasons, military service, or absence from their town, may register by mail. "Disability" includes people with health circumstances who are advised by medical authorities to avoid going out in public. This includes voters with symptoms of a communicable disease or illness and those who, because of their own health circumstances, limit public exposure in their day-to-day life as a preventative measure.
- Request an absentee voter registration packet from your town or city clerk.
- The absentee voter registration form must be witnessed by another person. Both forms are to be returned to your town or city clerk.

For more information about voter registration in New Hampshire, visit the Secretary of State's website here:
<<https://www.sos.nh.gov/elections/voters/register-vote>>

How to Vote

Voting In Person

- Polling place location:
 - Be specific, and provide street address for folks new to town
 - Include polling location hours
 - In cities with wards, offer a way for people to find out which ward they live in and which polling site they should use (Example: <https://www.nashuanh.gov/205/Polling-Locations-Ward-Information>)
- Voter photo ID requirements: Voter ID Explanatory Document Link Here:
<<https://www.sos.nh.gov/sites/g/files/ehbemt561/files/documents/Posters/voter-id-explanatory-document-5-2022.pdf>>
- Accessible voting services: Voters who need accessible voting services can check the Secretary of State's website for more information about voting accessibility. Link here:
<<https://www.sos.nh.gov/elections/voters/register-vote/absentee/accessible-voting>>

Voting By Absentee Ballot (Restricted)

- By New Hampshire law, all residents who will be absent from the town during the hours the polls are open on election day, or residents with disabilities, religious reasons, or work hours that keep them from getting to the polls, are eligible to vote absentee. "Disability" includes people with health circumstances who are advised by medical authorities to avoid going out in public. This includes voters with symptoms of a communicable disease or illness and those who, because of their own health circumstances, limit public exposure in their day-to-day life as a preventative measure. "Work hours" includes care of the infirm and children, whether paid or unpaid.
- Absentee ballots are available from your town or city clerk approximately 30 days before an election. Request the absentee ballot application from the clerk or download the application online. If you wish, you may submit a request in writing that should include all the information required on the application: your name, voting address, mailing address and your signature.
- Absentee Ballot Application Link
<<https://www.sos.nh.gov/elections/voters/absentee-ballots/request-absentee-ballot>>
- An application for an absentee ballot may be returned in person or by mail, fax, or email to your town or city clerk, provided there is an actual (NOT electronic) signature.
- Voters living outside the United States may file a "UOCAVA absentee ballot application. Link here:
<<https://www.sos.nh.gov/elections/voters/uniformed-overseas>>
- For more information on voting in New Hampshire, visit the New Hampshire Secretary of State's website here: <<https://www.sos.nh.gov/elections/voters/voting-new-hampshire>>



Elections

Upcoming Election Dates

- Provide the upcoming election dates and the poll hours, and/or the following guidance:
 - Town elections are held (*the second Tuesday of March, the second Tuesday of May, or whatever applies in your town. SB2 towns should make both meeting and voting dates known*) OR city elections are held (specific dates).
 - Primaries for state-wide and Congressional elections are held in even-numbered years, the second Tuesday of September.
 - State-wide and Congressional elections are held in even-numbered years, on the Tuesday after the first Monday of November. Presidential elections are held every four years, on the same day.
 - Presidential primaries are held early in the year of the Presidential election, at a date to be determined by the NH Secretary of State.

Sample Ballot for Upcoming Election

- (For state-wide and federal elections, the Secretary of State's website will have a link for this information. The link may change every two years. Link here: <https://www.sos.nh.gov/elections/sample-ballots>)

Previous Election Results

- (Example: https://www.newburynh.org/sites/g/files/vyhlf4761/f/news/march_8_2022_election_results.pdf)

How to Become a Poll Worker (optional)

- Information on what volunteer positions are needed for the Primary and General Election
- Expectations/explanation of duties
- Qualifications
- How to sign up/who to contact
- What training (if any) is available
- Compensation

Election Official Contact Information

Town or City Clerk

- Name
- Phone Number
- Email Address
- Office Hours & Physical Address

Supervisors of the Checklist

- Name
- Phone Number
- Email Address

Town/Ward Moderators

- Name
- Phone Number
- Email Address

NH Secretary of State

- <<https://www.sos.nh.gov/elections/voters>>
- Phone: 603-271-3242
- Email: nhvotes@sos.nh.gov

NH Attorney General

- <<http://doj.nh.gov>>
- Phone: 603-271-3658
- Email: electionlaw@doj.nh.gov