

**AGENCY ANNEX A3
SECRETARY OF STATE**

I. MISSION

To use the Office of the Secretary of State's constitutional and statutory authority to; protect public health and safety, protect the integrity of the State's electoral process, protect public access to government and its records, facilitate commerce in Vermont, and to foster an understanding of and an enthusiasm for our democratic form of government.

II. AUTHORITY

The Vermont Secretary of State is a statewide elected official. Duties of the Secretary are described in 3 V.S.A. Chapter 5

I. SITUATION AND ASSUMPTIONS

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities

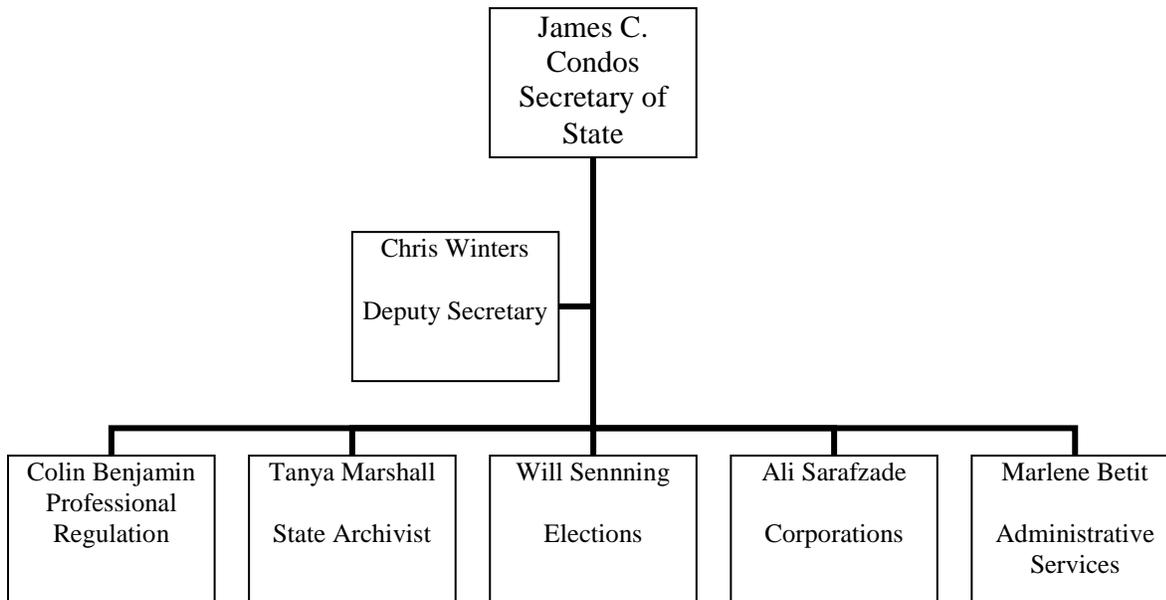
The situation and assumptions in section ii of the Base plan also apply.

The Secretary of State is the **chief election official** for the state. Key election dates are:

- First Tuesday of March every year – Local elections (presidential primary yrs/4)
- Fourth Tuesday of August even numbered years – state & federal primary
- First Tuesday of November even numbered years – state & federal general

An emergency declaration made on, or in the days preceding, a key election date may require action to ensure the efficient conduct of elections; or possibly postpone elections for the duration of the emergency.

II. ORGANIZATION AND RESPONSIBILITIES



This agency has been assigned a support role for SSFs:

- # 5 – Emergency Management, Recovery & Mitigation
- # 7 – Health & Medical Services
- #11 – Agriculture & Natural Resources
- #13 – Law Enforcement

V. IMPLEMENTATION

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, DEMHS with the Commissioner and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

VI. ADMINISTRATION

The **Secretary of State** is responsible for the overall emergency response of the agency.

VII. CONTINUITY OF GOVERNMENT

Emergency interim successors (20 V.S.A. § 184) for this agency are:

Deputy Secretary
Administrative Services Director
Director of Professional Regulation
State Archivist