

MEMORANDUM

TO: Sarah Clark, Interim Secretary of Administration, via email to Melissa.mazza-paquette@vermont.gov
CC: Vermont Secretary of State, via email to SOS.Secretary@vermont.gov
FROM: _____
TITLE: _____
AGENCY/DEPT.: _____
DATE: _____
SUBJECT: 2024 Succession of Office Designees

In accordance with [20 V.S.A., Chapter 7](#) relating to Emergency Interim Succession to Offices, the following individuals, in the order listed, are designated to exercise the powers and discharge the duties of:

Position Title: _____

Agency/Dept.: _____

Successor #1 name _____ and
title (deputy) _____

Successor #2 name _____ and
title _____

Successor #3 name _____ and
title _____

Successor #4 name _____ and
title _____

Successor #5 name _____ and
title _____

The above-named emergency interim successors shall be authorized to exercise the powers and discharge the duties of the position in the office listed above only in the event of a catastrophic event as defined in [20 V.S.A. §182\(4\)](#) at the pleasure of the Secretary/Commissioner until the designating authority is able to resume the exercise of power and discharge of duties or until said authority is terminated pursuant to [20 V.S.A. §190](#).

As required by [20 V.S.A. §188](#), under separate cover, the ‘Succession of Office Designees Contact Information’, and a notarized Oath of Office for each successor listed (‘Succession Oath of Office’), will be filed with the office of the Secretary of Administration.

Signature of Designating Authority:
