

## MEMORANDUM

**TO:** Kristin Clouser, Secretary of Administration, via email to [Melissa.mazza-paquette@vermont.gov](mailto:Melissa.mazza-paquette@vermont.gov)  
**CC:** Vermont Secretary of State, via email to [SOS.Secretary@vermont.gov](mailto:SOS.Secretary@vermont.gov)  
**FROM:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**AGENCY/DEPT.:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**SUBJECT:** 2024 Succession of Office Designees

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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:

  
  
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