

**MEMORANDUM**

**TO:** Sarah Clark, Interim Secretary of Administration via email to [Melissa.mazza-paquette@vermont.gov](mailto:Melissa.mazza-paquette@vermont.gov)  
**FROM:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**AGENCY/DEPT.:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**SUBJECT:** Succession of Office Designees Contact Information

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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 the:

Position Title: \_\_\_\_\_

Agency/Dept./Office Name: \_\_\_\_\_

1) Name (deputy): \_\_\_\_\_

a. Title: \_\_\_\_\_

b. Email: \_\_\_\_\_

c. Office phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

2) Name: \_\_\_\_\_

a. Title: \_\_\_\_\_

b. Email: \_\_\_\_\_

c. Office phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

3) Name: \_\_\_\_\_

a. Title: \_\_\_\_\_

b. Email: \_\_\_\_\_

c. Office phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

4) Name: \_\_\_\_\_

a. Title: \_\_\_\_\_

b. Email: \_\_\_\_\_

c. Office phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

5) Name: \_\_\_\_\_

a. Title: \_\_\_\_\_

b. Email: \_\_\_\_\_

c. Office phone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_