



INCORPORATED VILLAGE OF PORT JEFFERSON

Lauren Sheprow
Mayor

Sylvia Pirillo, RMC
Clerk

Dear Prospective Candidate:

Enclosed in this folder are copies of various items that may assist you in your pursuit for public office in the Village of Port Jefferson.

Despite providing these documents, it is the candidate's responsibility to ensure that all procedures are followed, and the correct documents are used and completed. Furthermore, it is the candidate's responsibility to ensure adherence to mandatory timeframes. The Clerk's Office cannot provide any candidate with election advice. Additionally, the Clerk's Office cannot remind candidates of forms that need to be filed, give candidates advice concerning the completion of forms, or an opinion regarding the completion and/or correctness of the filed forms.

A copy of the New York State Election Law and the Rules and Regulations pertaining to elections can be found online at <https://elections.ny.gov/election-law>. All candidates are advised to review the Election Law and the Rules and Regulations prior to beginning their candidacy.

For your convenience, enclosed is a sample: (i) registration form, (ii) village independent nominating petition, (iii) cover sheet, (iv) certificate of acceptance, and (v) certificate of declination prepared by the New York State Board of Elections. These forms were downloaded on March 20, 2024. Prior to using these forms, candidates should check for any changes on the New York State Board of Elections website. The registration form can be found at <https://elections.ny.gov/voter-registration-process> and the other forms can be found at <https://elections.ny.gov/petition-information>.

Also, enclosed is the Annual Village Elections Calendar of Dates prepared by the New York Conference of Mayors. This document provides a listing of important election dates and was downloaded on March 20, 2024. Prior to using this calendar, candidates should check for any changes on the New York Conference of Mayors website (<https://www.nycom.org/>). Finally, enclosed is a sample poll watchers certificate prepared by the Village.

Please note, you are advised to consult with a legal professional prior to using any forms listed above. All forms are to be filed with the Village Clerk's Office, located in Village Hall at 121 West Broadway, Port Jefferson, New York.

Best of luck in your election endeavors!

Sincerely,


Sylvia Pirillo, RMC
Village Clerk



New York State Voter Registration Form

Register to vote

With this form, you register to vote in elections in New York State. You can also use this form to:

- change the name or address on your voter registration
- become a member of a political party
- change your party membership
- pre-register to vote if you are 16 or 17 years of age

To register you must:

- be a US citizen
- be 18 years old (you may pre-register at 16 or 17 but cannot vote until you are 18)
- not be in prison for a felony conviction
- not claim the right to vote elsewhere
- not found to be incompetent by a court

Send or deliver this form

Fill out the form below and send it to your county's address on the back of this form, or take this form to the office of your County Board of Elections.

This form must be received no later than 10 days before the election you want to vote in. Your county will notify you that you are registered to vote.

Questions?

Call your County Board of Elections listed on the back of this form or 1-800-FOR-VOTE (TDD/TTY Dial 711)

Find answers or tools on our website www.elections.ny.gov

Verifying your identity

We'll try to check your identity before Election Day, through the DMV number (driver's license number or non-driver ID number), or the last four digits of your social security number, which you'll fill in below.

If you do not have a DMV or social security number, you may use a valid photo ID, a current utility bill, bank statement, paycheck, government check or some other government document that shows your name and address. You may include a copy of one of these types of ID with this form—be sure to tape the sides of the form closed.

If we are unable to verify your identity before Election Day, you will be asked for ID when you vote for the first time.

Información en español: si le interesa obtener este formulario en español, llame al 1-800-367-8683

中文資料: 若您有興趣索取中文資料表格, 請電: 1-800-367-8683

한국어: 한국이 양식을 원하시면 1-800-367-8683 으로 전화 하십시오.

தமிழ் மொழியில் இந்தப் படிமத்தைப் பெற 1-800-367-8683 க்கு அழைக்கவும்.

It is a crime to procure a false registration or to furnish false information to the Board of Elections. Please print in blue or black ink.

Qualifications

1 Are you a citizen of the U.S.? Yes No
If you answer *No*, you cannot register to vote.

A) Will you be 18 years of age or older on or before election day? Yes No

2 B) Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote, and that until you will be eighteen years of age at the time of such election your registration will be marked "pending" and you will be unable to cast a ballot in any election? Yes No
If you answer *No* to both of the prior questions, you cannot register to vote.

3 Your name: Last name _____ First name _____ Middle Initial _____ Suffix _____

4 Birth date: MM/DD/YYYY | 5 Gender: _____ | 6 Phone: _____ | 7 Email: _____

8 The address where you live: Address (not P.O. box) _____ Apt. Number _____ Zip code _____ City/Town/Village _____ New York State County _____

9 The address where you receive mail: Address or P.O. box _____ P.O. Box _____ Zip code _____ City/Town/Village _____
Skip if same as above

10 Voting history: Have you voted before? Yes No | 11 What year? _____

12 Voting information that has changed: Your name was _____ Your address was _____ Your previous state or New York State County was _____
Skip if this has not changed or you have not voted before

13 Identification: You must make 1 selection. For questions, please refer to Verifying your identity above.
 New York State DMV number _____
 Last four digits of your Social Security number: x x x - x x - _____
 I do not have a New York State driver's license or a Social Security number.

14 Political party: You must make 1 selection. Political party enrollment is optional but that, in order to vote in a primary election of a political party, a voter must enroll in that political party, unless state party rules allow otherwise.

I wish to enroll in a political party:
 Democratic party
 Republican party
 Conservative party
 Working Families party
 Other _____

I do not want to enroll in any political party and wish to be an independent voter:
 No party

16 Affidavit: I swear or affirm that

- I am a citizen of the United States.
- I will have lived in the county, city or village for at least 30 days before the election.
- I meet all requirements to register to vote in New York State.
- This is my signature or mark in the box below.
- The above information is true, I understand that if it is not true, I can be convicted and fined up to \$5,000 and/or jailed for up to four years.

15 Optional questions: I need to apply for an Absentee ballot. I would like to be an Election Day worker.

Sign: _____ Date: _____

Address and stamp this section

Your address



Place
First-Class
Stamp
Here

Your County Board of Elections address (select from below)

Before mailing,
remove tape,
fold and seal

New York City
32 Broadway, 7th Fl.
New York, NY 10004
(212) 487-5300

Albany
260 S. Pearl St.
Albany, NY 12202
(618) 487-5060

Allegany
6 Willets Ave.
Belmont, NY 14813
(585) 268-9294

Broome
Government Plaza
60 Hawley St.
PO Box 1766
Binghamton, NY
13902
(607) 778-2172

Cattaraugus
207 Rock City St.
Suite 100
Little Valley, NY 14755
(716) 838-2400

Cayuga
157 Genesee St.
(Basement)
Auburn, NY 13021
(315) 253-1285

Chautauque
7 North Erie St.
Mayville, NY 14757
(716) 763-4680

Chemung
378 South Main St.
PO Box 588
Elmira, NY 14802
(607) 737-5475

Chenango
5 Court St.
Norwich, NY 13816
(607) 337-1760

Clinton
City Government Ctr.
Ste. 104
137 Margaret St.
Plattsburgh, NY 12901
(518) 565-4740

Columbia
401 State St.
Hudson, NY 12534
(518) 828-3115

Cortland
112 River St.
Suite 1
Cortland, NY 13045
(607) 753-5032

Delaware
97 Main St.
Suite 5
Dunkirk, NY 13753
(607) 832-5321

Dutchess
112 DeWalt Street,
Suite 200
Poughkeepsie, NY
12601
(845) 486-2473

Erie
134 W. Eagle St.
Buffalo, NY 14202
(716) 858-8891

Essex
7551 Court St.
PO Box 217
Elizabethtown, NY
12832
(518) 873-2474

Franklin
385 West Main St.
Ste. 161
Malone, NY 12953
(518) 481-1663

Fulton
2714 St. Hwy 29
Ste. 1
Johnstown, NY 12095
(518) 736-5526

Genesee
County Office Bldg #1
15 Main St.
Batavia, NY 14020
(585) 815-7804

Greene
411 Main St.
Ste. 437
Catskill, NY 12414
(518) 719-3580

Hamilton
Rte. 8
PO Box 175
Lake Pleasant, NY
12108
(518) 548-4684

Herkimer
109 Mary St.
Ste. 1306
Herkimer, NY 13350
(315) 867-1102

Jefferson
175 Arsenal St.
Watertown, NY 13601
(315) 785-3027

Lewis
7600 N. State St.
Lexville, NY 13367
(315) 376-5329

Livingston
County Govt. Ctr.
6 Court St.
Room 104
Genesee, NY 14454
(585) 243-7090

Madison
County Office Bldg
N. Court St.
PO Box 666
Wampsville, NY
13183
(315) 366-2231

Monroe
38 Main St. W.
Rochester, NY 14614
(585) 753-1550

Montgomery
Old Courthouse
9 Park St.
PO Box 1500
Fonda, NY 12068
(518) 853-8180

Nassau
240 Old Country Rd.
5th Fl.
PO Box 9002
Mineola, NY 11501
(516) 571-8683

Niagara
111 Main St.
Ste. 100
Lockport, NY 14094
(716) 438-4040

Oneida
Union Station
321 Main St.
3rd Fl.
Utica, NY 13501
(315) 798-5765

Onondaga
1000 Erie Blvd West
Syracuse, NY 13204
(315) 435-3312

Ontario
74 Ontario St.
Canandaigua, NY
14424
(585) 396-4005

Orange
75 Webster Ave.
PO Box 30
Goshen, NY 10924
(845) 360-6500

Orleans
14016 Route 31 West,
Ste. 140
Albion, NY 14411
(585) 589-3274

Oswego
185 E. Seneca St.
Box 9
Oswego, NY 13126
(315) 349-8360

Otsego
Ste. 2
140 County Hwy, 33W
Coopersstown, NY
13326
(607) 547-4247

Putnam
25 Old Route 6
Cannal, NY 10512
(845) 808-1300

Rensselaer
Ned Pattison
Government Ctr.
1800 Seventh Ave.
Troy, NY 12180
(518) 270-2990

Rockland
11 New Hempstead Rd.
New City, NY 10958
(845) 638-5172

St. Lawrence
80 State Hwy 310
Canton, NY 13617
(315) 379-2202

Saratoga
50 W. High St.
Ballston Spa, NY
12020
(518) 885-2249

Schenectady
2390 Hamburg St.
Schenectady, NY
12303
(518) 377-2469

Schoharie
County Office Bldg.
284 Main St.
PO Box 99
Schoharie, NY 12167
(518) 295-8388

Schuyler
County Office Bldg.
105 8th St., Unit 13
Watkins Glen, NY
14891
(607) 536-8195

Seneca
One DiPonio Dr.
Watleton, NY 13165
(315) 539-1760

Steuben
3 E. Fulton Sq.
Bath, NY 14810
(607) 664-2260

Suffolk
Yaphank Ave.
PO Box 700
Yaphank, NY 11980
(631) 852-4500

Sullivan
Gov't. Ctr.
100 North St.
PO Box 5012
Monticello, NY 12701
(845) 807-0400

Tioga
1062 State Rte. 38
PO Box 306
Owego, NY 13827
(607) 687-8261

Tompkins
Court House Annex
128 E. Buffalo St.
Ithaca, NY 14850
(607) 274-5522

Ulster
79 Hatley Ave.
Suite 112
Kingston, NY 12401
(845) 334-5470

Warren
Cnty. Municipal Ctr.
3rd Floor
Human Serv. Bldg
1340 St. Rte. 9
Lake George, NY
12845
(518) 761-6456

Washington
383 Broadway
Fort Edward, NY
12828
(518) 748-2180

Wayne
7376 State Rte. 31
PO Box 636
Lyons, NY 14489
(315) 946-7400

Westchester
25 Quarropas St.
White Plains, NY
10601
(914) 995-5760

Wyoming
4 Perry Ave.
Warsaw, NY 14569
(685) 789-8931

Yates
Ste. 1124
417 Liberty St.
Penn Yan, NY 14527
(315) 536-5135

(Optional) Register to donate your organs and tissues

If you would like to be an organ and tissue donor upon your death, you may enroll in the NYS *Donate Life*™ Registry online at www.donatelife.ny.gov or complete the form below.

You will receive a confirmation email or letter, which will also provide you an opportunity to limit your donation.



Last name _____

First name _____

Middle Initial _____

Suffix _____

Address _____

Zip code _____

City _____

Birth date

MM DD YY

Gender M F

Eye color _____

Height _____ Ft. _____ In.

Email _____

DMV or ID NYC # _____

By signing below,
you certify that you are:

- 16 years of age or older;
- consenting to donate all of your organs and tissues for transplantation, research, or both;
- authorizing the Board of Elections to provide your name and identifying information to NYS *Donate Life*™ Registry for enrollment;
- and authorizing the Registry to give access to this information to federally regulated organ procurement organizations and NYS-licensed tissue and eye banks and others approved by the NYS Commissioner of Health upon your death.

Sign

Date



Formulario de registro de votantes del estado de Nueva York

Regístrese para votar

Con este formulario, usted se registra para votar en las elecciones del estado de Nueva York. También puede usar esta formulario para:

- cambiar el nombre o la dirección en su registro de votante;
- afiliarse a un partido político;
- cambiar su afiliación a un partido político;
- registrarse previamente para votar al tener 18 o 17 años.

Para registrarse, debe cumplir con los siguientes requisitos:

- ser ciudadano de los EE. UU.;
- tener 18 años (puede registrarse previamente a los 16 o 17 años, pero no puede votar hasta que tenga 18);
- no estar en prisión condenada por un delito grave;
- no ejercer el derecho a votar en otro lugar;
- no haber sido declarado incompetente por un tribunal.

Envíe este formulario por correo o entréguelo en la Oficina de la Junta

Complete el formulario de abajo y envíelo a la dirección de su condado que figura al dorso, o entréguelo en la oficina de la Junta Electoral de su condado.

Este formulario debe recibirse a más tardar 10 días antes de la elección en la que quiere votar. Su condado le notificará que está registrado para votar.

¿Tiene alguna pregunta?

Comuníquese con la Junta Electoral de su condado que figura al dorso de este formulario o llame al 1-800-FOR-VOTE (para TDD/TTY, marque 711).

Consulte las respuestas y las herramientas disponibles en nuestro sitio web www.elections.ny.gov.

Verificación de identidad

Intentaremos verificar su identidad antes del día de las elecciones mediante el número del DMV (número de la licencia de conducir o número de identificación de no conductor), o los últimos cuatro dígitos de su número de Seguro Social, que usted indicará abajo.

Si no tiene número del DMV o de Seguro Social, puede usar una identificación válida con foto, una factura actual de servicios públicos, un estado de cuenta bancaria, un cheque de su sueldo, un cheque del gobierno o algún otro documento del gobierno que muestre su nombre y dirección. Con este formulario, puede incluir una copia de estos tipos de identificación. Asegúrese de doblar el formulario y de sellarlo a cada lado con cinta adhesiva.

Si no podemos verificar su identidad antes del día de las elecciones, se le podrá una identificación cuando vote por primera vez.

Información en español: si le interesa obtener este formulario en español, llame al 1-800-367-8683

中文資料: 若您有興趣索取中文資料表格, 請電: 1-800-367-8683

한국어: 한국이 왕직을 원하시면, 1-800-367-8683 으로 전화 하십시오.

বাংলা: এই ফর্মটি বাংলাদেশ থেকে চান হলে, 1-800-367-8683 নম্বর ফোন করুন

1 Es delito proporcionar un registro falso o dar información falsa a la Junta Electoral. Escriba en letra de molde con tinta azul o negra.

1 ¿Es usted ciudadano de los EE. UU.? Sí No
Si su respuesta es **No**, no puede registrarse para votar.

1 Requisitos

A) ¿Tendrá 18 años o más el día de las elecciones o antes? Sí No
B) ¿Tiene al menos 16 años y comprende que debe tener 18 años el día de las elecciones o antes para votar, y que hasta que tenga 18 años al momento de dichas elecciones su registro se marcará como "pendiente" y no podrá emitir un voto en ninguna elección? Sí No
Si su respuesta es **No** a las dos preguntas anteriores, no puede registrarse para votar.

3 Su nombre Apellido Sufrjo
Primer nombre Inicial del segundo nombre

Más información
Los puntos 5, 6 y 7 son opcionales

4 Fecha de nacimiento

5 Sexo

6 Teléfono

7 Correo electrónico

La dirección donde vive

8 Dirección (no proporcione un apartado postal)
N.º de apto. Código postal
Ciudad/Pueblo/Aldea
Condado del estado de Nueva York

La dirección donde recibe su correspondencia
Si no es la indicada arriba.

9 Dirección o apartado postal
Apartado postal Código postal
Ciudad/Pueblo/Aldea

Antecedentes de votación

10 ¿Ha votado antes? Sí No

11 ¿En qué año?

Información electoral que ha cambiado
Omita si no hubo cambios o no ha votado antes.

12 Su nombre era
Su dirección era
Su estado o condado dentro del estado de Nueva York anterior era

Identificación
Debe seleccionar una opción.
Si tiene preguntas, consulte *Verificación de identidad* más arriba.

13 Número del DMV del estado de Nueva York
 Últimos cuatro dígitos de su número de Seguro Social x x x - x x -
 No tengo licencia de conducir del estado de Nueva York ni número de Seguro Social.

Partido político
Debe seleccionar una opción.

La inscripción en un partido político es opcional, pero, para votar en la elección primaria de un partido político, el votante debe afiliarse a ese partido político, a menos que las reglas estatales del partido permitan lo contrario.

14 **Deseo afiliarme a un partido político**
 Partido Demócrata
 Partido Republicano
 Partido Conservador
 Partido de Familias Trabajadoras
 Otro
No quiero afiliarme a ningún partido político y deseo ser un votante independiente
 Ningún partido

16 **Declaración jurada: Juro o declaro que:**

- soy ciudadano de los Estados Unidos;
- habré residido en el condado, en la ciudad o en la aldea durante, al menos, 30 días antes de las elecciones;
- cumplo con todos los requisitos para registrarme para votar en el estado de Nueva York;
- la firma o la marca en el recuadro de abajo es de mi puño y letra;
- la información anterior es verdadera. Entiendo que, de no serlo, me pueden condenar y multar con hasta \$5,000 o encarcelar por hasta cuatro años.

Preguntas opcionales

15 Necesito solicitar una Boleta para votantes ausentes.
 Quisiera trabajar en una mesa electoral el día de las elecciones.

Firma
Fecha

Coloque la dirección y el sello en esta sección

Su dirección

Coloque aquí el sello de correos de primera clase



Dirección de la Junta Electoral de su condado (seleccione una de las que figura abajo)

Antes de enviar este formulario por correo, quite la cinta adhesiva, dóblelo y séllelo.

New York City 32 Broadway, 7th Fl. New York, NY 10004 (212) 487-5300	Chenango 5 Court St. Norwich, NY 13815 (607) 337-1780	Franklin 355 West Main St. Ste. 161 Malone, NY 12953 (518) 481-1663	Lewis 7660 N. State St. Lowville, NY 13367 (315) 376-5329	Oneida Union Station 321 Main St. 3rd Fl. Utica, NY 13501 (315) 798-5765	Putnam 25 Old Route 8 Carmel, NY 10512 (845) 808-1300	Schuyler County Office Bldg. Suite 112 Kingston, NY 12401 (845) 334-5470	Ulster 73 Huddle Ave. Suite 112 Kingston, NY 12401 (845) 334-5470	
Albany 290 S. Pearl St. Albany, NY 12202 (518) 487-5060	Clinton Cnty Government Ctr. Ste. 104 137 Margaret St. Plattsburgh, NY 12901 (518) 565-4740	Fulton 2714 St. Hwy 29 Ste. 1 Johnstown, NY 12095 (518) 736-6526	Livingston County Govt. Ctr. 6 Court St. Room 104 Geneese, NY 14454 (585) 243-7090	Oranida 1000 Erie Blvd West Syracuse, NY 13204 (315) 435-3312	Rensselaer Red Plattison Government Ctr. 1600 Seventh Ave. Troy, NY 12180 (518) 270-2980	Saratoga 50 W. High St. Ballston Spa, NY 12020 (518) 885-2249	Schoharie County Office Bldg. 284 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Tompkins Court House Annex 129 E. Buffalo St. Ithaca, NY 14850 (607) 274-6522
Allegany 8 Willots Ave. Belmont, NY 14813 (585) 268-9294	Columbia 401 State St. Hudson, NY 12534 (518) 828-3115	Genesee County Building #1 16 Main St. Batavia, NY 14020 (585) 815-7804	Madison County Office Bldg. N. Court St. PO Box 666 Warsaw, NY 13163 (315) 366-2231	Ontario 74 Ontario St. Canandaigua, NY 14424 (585) 396-4005	Rockland 11 New Hempstead Rd. New City, NY 10956 (845) 638-5172	Steuben 3 E. Fulton Sq. Bath, NY 14810 (607) 664-2260	Suffolk Yaphank Ave. PO Box 700 Yaphank, NY 11980 (631) 852-4500	Sullivan Cav'l. Ct. 100 North St. PO Box 5012 Monticello, NY 12701 (845) 807-0400
Broome Government Plaza 80 Hawkeye St. PO Box 1768 Binghamton, NY 13902 (607) 778-2172	Cortland 112 River St. Suite 1 Cortland, NY 13836 (607) 753-8032	Greene 411 Main St. Ste. 437 Catskill, NY 12414 (518) 719-3550	Monroe 39 Main St. W. Rochester, NY 14614 (565) 753-1950	Orange 75 Webster Ave. PO Box 30 Goshen, NY 10924 (845) 360-6500	Saratoga 50 W. High St. Ballston Spa, NY 12020 (518) 885-2249	Schoharie County Office Bldg. 284 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Tioga 1062 State Rte. 36 PO Box 306 Owego, NY 13827 (607) 687-8261	Ulster 73 Huddle Ave. Suite 112 Kingston, NY 12401 (845) 334-5470
Cattaraugus 207 Rock City St. Suite 100 Little Valley, NY 14755 (716) 938-2400	Delaware 97 Main St. Suite 9 Delhi, NY 13753 (607) 832-6321	Hamilton Rte. 8 PO Box 175 Lakewood, NY 12109 (518) 548-4684	Montgomery Old Courthouse 5 Park St. PO Box 1500 Fonda, NY 12058 (518) 853-8180	Orleans 14016 Route 31 West Ste. 140 Albion, NY 14411 (565) 589-3274	Saratoga 50 W. High St. Ballston Spa, NY 12020 (518) 885-2249	Schoharie County Office Bldg. 284 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Ulster 73 Huddle Ave. Suite 112 Kingston, NY 12401 (845) 334-5470	
Cayuga 157 Genesee St. (Basement) Auburn, NY 13021 (315) 253-1285	Dutchess 112 DuSable Street, Suite 200 Poughkeepsie, NY 12601 (845) 498-2473	Herkimer 109 Mary St. Ste. 1306 Herkimer, NY 13350 (315) 867-1102	Nassau 240 Old Country Rd. 5th Fl. PO Box 9002 Mineola, NY 11501 (516) 571-8883	Oswego 105 E. Seneca St. Box 9 Oswego, NY 13126 (315) 343-8350	Saratoga 50 W. High St. Ballston Spa, NY 12020 (518) 885-2249	Schoharie County Office Bldg. 284 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Ulster 73 Huddle Ave. Suite 112 Kingston, NY 12401 (845) 334-5470	
Chautauque 7 North Erie St. Mayville, NY 14757 (716) 753-4580	Erie 134 W. Eagle St. Buffalo, NY 14202 (716) 858-8891	Jefferson 175 Arsenal St. Watertown, NY 13601 (315) 785-3027	Niagara 111 Main St. Ste. 100 Lockport, NY 14094 (716) 438-4040	Oswego 105 E. Seneca St. Box 9 Oswego, NY 13126 (315) 343-8350	Saratoga 50 W. High St. Ballston Spa, NY 12020 (518) 885-2249	Schoharie County Office Bldg. 284 Main St. PO Box 99 Schoharie, NY 12157 (518) 295-8388	Ulster 73 Huddle Ave. Suite 112 Kingston, NY 12401 (845) 334-5470	
Chemung 378 South Main St. PO Box 588 Elmira, NY 14902 (607) 737-6475	Essex 7551 Court St PO Box 217 Elizabethtown, NY 12932 (518) 873-3474							

(Opcional) Inscríbese para donar órganos o tejidos

Si desea ser donante de órganos o tejidos después de su muerte, puede inscribirse en el Registro *Donate Life*™ del estado de Nueva York por Internet en www.donatelife.ny.gov o completar el formulario de abajo.

Recibirá una carta o un correo electrónico de confirmación que le dará también la posibilidad de limitar su donación.



Apellido

Primer nombre

Inicial del segundo nombre

Sufijo

Dirección

N.º de apto.

Código postal

Ciudad

Fecha de nacimiento

Sexo M F

Color de ojos

Estatura pies pulgadas

Correo electrónico

Número del DMV o de la de NYC

Con su firma abajo, usted certifica que:

- tiene 18 años o más;
- otorga su consentimiento para donar todos sus órganos y tejidos para trasplantes, investigación o ambos;
- autoriza a la Junta Electoral a dar su nombre e información de identificación al Registro *Donate Life*™ del estado de Nueva York para que lo inscriban;
- autoriza al Registro a otorgar el acceso a esta información a las organizaciones de obtención de órganos reguladas por el gobierno federal, a los bancos de tejidos y ojos con licencia del estado de Nueva York y a las entidades autorizadas por el comisionado de Salud del estado de Nueva York en caso de que usted fallezca.

Firma

Fecha

Village Independent Nominating Petition Sec. 15-108, Election Law

I, the undersigned, do hereby state that I am a registered voter of the Village of _____, that my present place of residence is truly stated opposite my signature, and that I do hereby nominate the following named person (or persons) as a candidate (or as candidates) for election to public office (or public offices) to be voted for at the election to be held on the ____ day of _____, 20____, and that I select the name (fill in name) _____ as the name of the independent body making the nomination (or nominations) and (fill in emblem) _____ as the emblem of such body.

Name of Candidate	Public Office <small>(Include district number, if applicable)</small>	Term	Residence Address

I do hereby appoint (here insert the names and addresses of at least three persons, all of whom shall be registered voters within such political unit), as a committee to fill vacancies in accordance with the provisions of the election law.

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer <small>(Signature required. Printed name may be added)</small>	Residence
1. / / 20__		
	Printed Name →	
2. / / 20__		
	Printed Name →	
3. / / 20__		
	Printed Name →	
4. / / 20__		
	Printed Name →	
5. / / 20__		
	Printed Name →	

(You may use fewer or more signature lines - this is only to show format.)

Statement of Witness:
 I (name of witness) _____ state that I am a duly qualified voter of the State of New York. I now reside at (residence address) _____. Each of the voters whose names are subscribed to this petition sheet, containing (fill in number) _____ signatures, subscribed his or her name in my presence.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date
Signature of Witness

Sample Cover Sheet

Designating and Independent Petitions

[Place Name of Party or Independent Body Here]

Name of Candidate	Residence Address <i>(Also mailing address if different)</i>	Public Office or Party Position <i>(Include district number where appropriate)</i>

Volume Number	
Total Number of Volumes in Petition	

The petition contains the number, or in excess of the number, of valid signatures required by Election Law.

Contact Person to Correct Deficiencies:

Name _____
(Please print)

Residence Address _____
(Also mailing address if different)

Phone _____ Fax _____
(Include if notice by fax desired)

Email _____
(Include if notice by email desired)

I hereby authorize that any notice of any determination made by the Board of Elections be transmitted to the person named above. If an email address is provided, all notices or determinations shall be sent by email only. I understand that by not providing an email notice, notifications will be sent by mail which will delay notification.

Optional: For candidates for statewide office, Member of Assembly or State Senator only

The following website address is submitted to be published on the state board of elections website pursuant to Election Law § 4-123 for the candidate listed opposite:

Name of Candidate	Website Address

Signature of Candidate or Agent

Certificate Of Acceptance By Candidates
(Sections 6-146, Election Law)

Name of Candidate/Designee/Nominee: _____

Title of Office: _____

Political Subdivision
and District (if any): _____

Party or Independent Body Making
Designation/Nomination: _____

Address of Candidate/Designee/Nominee: _____

Election Type: (select One) Primary General Special

Date of Election: _____

I, the above named Candidate/Designee/Nominee for the office identified, do ACCEPT and CONSENT to the designation/nomination, for the party or independent body identified above, at the election stated above.

Date: _____ Signature: _____

State of New York:

County of: _____ ss:

On this _____ day of _____, 20____, before me personally appeared _____, to me known and known to me to be the individual described therein, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

Notary Public

CERTIFICATE OF DECLINATION

(Section 6-146, Election Law)

I, _____, residing at
(Candidate's Name)

(Address)

having been designated/nominated by the _____
(Name of Party)

Party, as a candidate for the office of _____
(Title of Office and Political Subdivision)

_____ district, at a _____
(District Number if any) (Special/Primary/General)

election to be held on _____, 20____,

do hereby DECLINE such designation/nomination.

(Date)

(Signature of Candidate)

State of New York :

County of _____: ss:

On this _____ day of _____, 20____, before me personally appeared _____, to me known and known to me to be the individual described therein, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

Notary Public

(Sample Prepared by State Board of Elections)



Annual Village Elections Calendar of Dates

New York State Conference of Mayors and Municipal Officials

March
Election

Tuesday, March 19, 2024

June Election

Tuesday, June 18, 2024

**NY
COM**

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NYCOM members may obtain more copies of the

2024 Calendar of Dates for Annual Village Elections

by contacting the NYCOM office at:

119 Washington Avenue

Albany, NY 12210

1-800-446-9266

(518) 463-1185

www.nycom.org

@NYMayors

www.instagram.com/nymayors

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Member inquiries concerning village elections and
village offices may be directed to the attention of:

Rebecca Ruscito

NYCOM Counsel

The General Village Election

The dates and material contained in this publication are based upon current statutory provisions, including amendments enacted into law through the 2023 session of the State Legislature. As noted below, Chapter 481 of the Laws of 2023 authorizes early mail voting beginning on January 1, 2024. While the statute is currently being challenged in court, it is unknown whether the litigation will be resolved before the conduct of the village elections in March 2024. NYCOM will update this publication and notify the NYCOM membership accordingly as the case develops.

March Election ▪ Tuesday, March 19, 2024

June Election ▪ Tuesday, June 18, 2024

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General Information

General Election Dates

Election Law § 15-104. General village election

1. a. The general village election shall be held on the third Tuesday in March except in any village which presently elects, or hereafter adopts a proposition to elect, its officers on a date other than the third Tuesday in March.

b. In any village in which the general village election, or a special village election for officers pursuant to this chapter, is scheduled to be held on the third Tuesday of March, for any year in which the seventeenth day of March shall fall on such Tuesday, the board of trustees of such village shall provide that such election shall be held on the eighteenth day of March. Any provision of a resolution adopted pursuant to this subdivision shall not otherwise alter the political calendar for any such election, which shall continue to be computed from the third Tuesday of March.

Saturday, Sunday and Public Holiday Dates

Election Law § 1-106. Filing of papers; when received

1. All papers required to be filed pursuant to the provisions of this chapter shall, unless otherwise provided, be filed between the hours of 9:00 a.m. and 5:00 p.m. If the last day for filing shall fall on a Saturday, Sunday or legal holiday, the next business day shall become the last day for filing.

All papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed timely filed and accepted for filing when received, except that all certificates and petitions of designation or nomination, certificates of acceptance or declination of such designations or nominations, certificates of authorization for such designations or nominations, certificates of disqualification, certificates of substitution for such designations or nominations and objections and specifications of objections to such certificates and petitions required to be filed with the state board of elections or a board of elections outside of the city of New York shall be deemed timely filed and accepted for filing if sent by mail or overnight delivery service pursuant to subdivision three of this section, ***and received no later than two business days after the last day to file*** such certificates, petitions, objections or specifications (emphasis added).

Failure of the post office or any other person or entity to deliver any such petition, certificate or objection to such board of elections outside the city of New York no later than two business days after the last day to file such certificates, petitions, objections or specifications ***shall be a fatal defect*** (emphasis added).

2. The failure to file any petition or certificate relating to the designation or nomination of a candidate for party position or public office or to the acceptance or

declination of such designation or nomination within the time prescribed by the provisions of this chapter **shall be a fatal defect** (emphasis added).

NOTE: Chapter 5 of the Laws of 2019 changed the deadline to submit and accept papers that are required to be filed under the Election Law. Previously, the statute provided that a filing was timely anytime it was received, provided it was postmarked by the deadline. The law now requires postmarked papers or papers submitted through delivery services to be received not later than two business days after the filing deadline. This should not be confused with the submission of an absentee ballot, which must be received by Election Day in order to be counted in a village election conducted pursuant to Article 15 of the Election Law.

*NOTE: Election Law § 1-106 does **NOT** extend deadlines for village clerks or boards of trustees when a deadline falls on a Saturday, Sunday, or public holiday because village clerks and boards of trustees may conduct business on those days.*

General Construction Law § 24 Public holidays; half-holidays

Pursuant to General Construction Law § 24, the following days are public holidays:

Public Holiday	2024 Date
New Year's Day January 1 st	Monday, January 1, 2024
Dr. Martin Luther King, Jr. Day Third Monday in January	Monday, January 15, 2024
Lincoln's Birthday February 12 th	Monday, February 12, 2024
Washington's Birthday Third Monday in February	Monday, February 19, 2024
Memorial Day Last Monday in May	Monday, May 27, 2024
Flag Day Second Sunday in June	Sunday, June 9, 2024
Junteeth June 19 th	Wednesday, June 19, 2024
Independence Day July 4 th	Thursday, July 4, 2024
Labor Day First Monday in September	Monday, September 2, 2024
Columbus Day Second Monday in October	Monday, October 14, 2024
Veterans' Day November 11 th	Monday, November 11, 2024
Thanksgiving Day Fourth Thursday in November	Thursday, November 28, 2024
Christmas Day December 25 th	Wednesday, December 25, 2024

If any of these days falls on a Sunday (except Flag Day), then the holiday is celebrated the next day.

Conducting Referenda

In villages, both mandatory and permissive referenda are conducted pursuant to Article 9 of the Village Law. Under Article 9, the board of trustees may bypass the petition process by submitting a permissive referendum to voters upon its own motion. If a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Additionally, whenever a State statute subjects a village local law or resolution to a mandatory referendum and no other procedure is provided, the referendum must be conducted pursuant to Article 9 as if the referendum were a permissive referendum for which a valid petition was filed on the date that the board of trustees adopted the local law or resolution.

For a vote to be held on a local law or resolution that is subject to a permissive referendum, a valid petition must be filed in the office of the village clerk within 30 days of the passage of the legislative act. Many referenda may be timed so that they are held during a regularly scheduled village election. If the petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held, and on or before the first day of the month in which the general election is to be held, the proposition must be voted on at the general village election.

- **March Elections** – If the petition is filed on or after January 1st and on or before March 1st, the proposition must be placed on the ballot for the March election.
- **June Elections** – If the petition is filed on or after April 1st and on or before June 1st, the proposition must be placed on the ballot for the June election.

However, if the petition for a permissive referendum is filed after the first day of the month in which a general village election is to be held and before the first day of the month two months prior to the next general village election, the referendum must be held at a special election of the village to be held not less than 10, nor more than 60, days after the filing of the petition.

- **March Elections** – If a petition is filed after March 1st and before January 1st, a special election must be held.
- **June Elections** – If a petition is filed after June 1st and before April 1st, a special election must be held.

For more information relating to the conduct of referenda, please refer to **NYCOM Municipal Management Series Enacting Local Legislation and Conducting Referenda**, available to download from the members only section of the NYCOM website at www.nycom.org.

Number of Signatures Required for Valid Independent Nominating Petitions

In villages with 5,000 or more residents, at least 100 registered voters must sign the independent nominating petition. In villages of at least 3,000 residents but fewer than 5,000 residents, at least 75 registered voters must sign the petition. In villages with at least 1,000 residents but fewer than 3,000 residents, at least 50 registered voters must sign the petition. In villages with fewer than 1,000 residents, at least 5% of the number of voters that were registered during the last regular village election must sign the petition (see, Election Law § 15-108(6)).

Population				
0 – 999	1,000 - 2,999	3,000 - 4,999	5,000 +	
Minimum number of required signers	5% of registered voters	50	75	100

Many questions arise concerning the independent nominating process in villages with fewer than 1,000 residents. Although the language of the statute is frequently misread as requiring the number of signatures on independent nominating petitions to equal at least 5% of those individuals who actually voted in the previous village election, the New York State Board of Elections has stated that independent nominating petitions must be signed by registered voters equaling 5% of the total number of **registered voters** in the village at the time of previous village election. For example, if at the last regular village election, 500 of the village’s 900 residents were registered to vote but only 100 residents actually voted, the petition would have to be signed by 25 registered voters ($500 \times 0.05 = 25$).

Timely Filing of Petitions and Papers

Petitions **must** be rejected if not timely filed. Additionally, all papers (e.g. petitions, certificates of acceptance/declination, written objections, written specifications, etc.) that are not filed within the time prescribed by the Election Law are **NOT** valid.

As stated above, Election Law § 1-106, requires any paper that must be filed pursuant to the Election Law, to be filed between 9:00 A.M. and 5:00 P.M., unless otherwise specifically provided by law.

NOTE: Clerks MUST provide for acceptance of filings until 5:00 P.M. on the last day of a filing, even if normal business hours of the office end earlier than 5:00 P.M.

Early Mail Voting

Chapter 481 of the Laws of 2023 authorizes early mail voting. Known as the “New York Early Mail Voter Act,” this method of voting will be available to voters for all elections, including village elections conducted by the village clerk pursuant to Article 15 of the Election Law beginning on January 1, 2024.

A registered voter of a village may vote by early mail ballot for any general or special village election in which he or she is eligible to vote, provided that such voter makes a written application with the village clerk.

The process for early mail voting will largely mirror the procedure by which voters cast absentee ballots.

Litigation challenging the state constitutionality of the statute was filed in Albany County Supreme Court (*see, Elise Stefanik et al v. Kathy Hochul et al*, index no. 908840-23) on September 20, 2023. However, at the time of printing, the plaintiffs motion for preliminary injunction had not yet been decided by the court and it is unknown whether the litigation will be resolved before the conduct of the village elections in March 2024.

Consequently, while this calendar has been prepared to comply with the enacted deadlines, NYCOM will update this publication and will notify the NYCOM membership accordingly as the case develops.

NOTE: The deadlines associated with early mail voting are highlighted in yellow, preceded by an asterisk, and the entire date has been underlined.

March Village Election - Tuesday, March 19, 2024

NOTE: If the village fails to publish or post any required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5).

Thursday, October 19, 2023 – For villages whose March elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of elections a certificate setting forth each village office to be filled.

Election Law § 4-106(2). At least five months prior to the election.

Sunday, November 19, 2023 – For villages whose March elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

Election Law § 4-104(1). At least four months prior to the election.

Sunday, November 19, 2023 – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

Election Law § 15-104(3)(a). At least four months prior to the election.

Sunday, November 19, 2023 – First day that the village clerk may accept absentee ballot applications.

Election Law § 15-120(5). Not earlier than four months prior to the election.

Monday, November 20, 2023 – Last day to divide the village into election districts.

Election Law § 15-110(5). At least 120 days before the election.

Tuesday, December 5, 2023 – First day that an individual may sign a party primary designating petition.

Election Law § 15-108(9). Not earlier than six weeks prior to the last day to file party primary designating petitions.

Friday, December 29, 2023 – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 32 days before the primary.

Monday, January 1, 2024 – First day to file a petition to cause a permissive referendum to appear on the general election ballot. This is also the first day that the board of trustees may (a) pass a local law or resolution that is subject to a mandatory referendum or (b) adopt a legislative act that is subject to a permissive referendum and submit the question to voters on its own motion, and have such propositions appear on the general election ballot.

Village Law § 9-902(6). If such petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held and on or before the first day of the month in which the general village

election is to be held, a proposition for the approval of such act or resolution must be submitted at the general village election.

NOTE: Pursuant to Village Law § 9-902(5), if a petition is filed before January 1st or after March 1st a special election must be held.

NOTE: If Article 9 is being followed for a mandatory referendum, the date that the board of trustees adopts the local law or resolution is deemed the date the petition is filed. Similarly, if a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Consequently, this is the first day that the board of trustees may adopt a legislative act that is subject to a mandatory referendum or submit a permissive referendum to the voters upon a motion of the board and have such propositions appear on the general election ballot.

NOTE: For more information relating to the conduct of referenda, please refer to NYCOM Municipal Management Series, Enacting Local Legislation and Conducting Referenda, available to download from the members only section of the NYCOM website at www.nycom.org.

***January 1, 2024** – First day that the village clerk may accept early mail ballot applications.

Election Law § 15-119(7). Not earlier than four months prior to the election.

NOTE: Four months prior to the election is Sunday, November 19, 2023.

However, pursuant to Chapter 481 of the Laws of 2023, the New York Early Mail Voter Act does not become effective until January 1, 2024. Consequently, the first day that the village clerk may accept early mail ballot applications is the day that the law becomes effective.

NOTE: The village clerk must examine each early mail ballot application and make a determination as to the applicant's qualifications for an early mail ballot. The early mail ballot application must be accepted when (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Tuesday, January 2, 2024 – First day that individuals may sign independent nominating petitions.

Election Law § 15-108(9). Not earlier than six weeks before the last day to file independent nominating petitions.

Thursday, January 4, 2024 – Last day that a vacancy in an elected village office may occur and be placed on the general election ballot or cause a special election if a general election is not scheduled.

Village Law § 3-312(3)(b)(1). If a vacancy occurs at least 75 days prior to the third Tuesday of the month preceding the end of the official year, a special election to fill the unexpired term must be held.

Village Law § 3-312(3)(b)(2). If a vacancy occurs less than 75 days prior to the third Tuesday of the month preceding the end of the current official year and, if

the term of office does not expire at the end of such year, a special election to fill the unexpired term must be held in the following year.

NOTE: For more information relating to filling vacancies, please refer to Chapter 4 of the NYCOM Handbook for Village Officials, available to download from the members only section of the NYCOM website at www.nycom.org.

Monday, January 8, 2024 – First day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.

Tuesday, January 9, 2024 to Tuesday, January 16, 2024 – First day political parties may publish notice of a party caucus in a newspaper.

Election Law § 15-108(2)(c). Not earlier than two weeks before the caucus.

NOTE: The exact deadline depends on the actual date the caucus is to be held.

Thursday, January 11, 2024 to Friday, January 19, 2024 – Last day to file a declination of a party primary designation.

Election Law § 15-108(7)(e). Within three days of filing of the designating petition.

NOTE: Within one day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition. Failure to designate a committee to fill vacancies on the petition will not invalidate the petition, but a vacancy may not be filled in the event of a declination.

NOTE: The exact deadline depends upon the date the designating petition was filed. Because Monday, January 15th is Dr. Martin Luther King, Jr. Day, the last day to file a designating petition is Tuesday, January 16th. Therefore, it is possible that the last day to file a declination of party primary designation is Friday, January 19th.

Tuesday, January 16, 2024 to Monday, January 22, 2024 – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections.

Election Law §§ 6-202(3) and 15-108(2)(c). At least 10 days before the scheduled caucus.

NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday, Sunday, or public holiday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, January 13th, Sunday January 14th, or Monday, January 15th, the posting and filing deadline is extended to Tuesday, January 16th because Monday, January 15th is Dr. Martin Luther King, Jr. Day. Similarly, if the last day to post and file notice falls on Saturday, January 20th, then the posting deadline is extended to Monday, January 22nd.

NOTE: The exact date depends upon the scheduled date of the caucus.

Tuesday, January 16, 2024 – Last day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.

NOTE: Upon the filing of a designating petition, the village clerk must notify via mail each individual designated. The notice must (1) state the last day to decline the designation, and (2) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

NOTE: Fifteen days before the primary is Monday, January 15th, which is Dr. Martin Luther King, Jr. Day. When the last day to file a party designating petition falls on a public holiday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.

Wednesday, January 17, 2024 – Last day to file written objections to party primary designating petitions.

Election Law § 15-108(10). Not later than one day after the last date to file the petition with the village clerk.

Thursday, January 18, 2024 – Last day for the board of trustees to adopt a resolution abolishing the village registration day.

Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.

Friday, January 19, 2024 – Last day to file written specifications of objections to party primary designating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to a party primary designating petition is filed before January 17th, the written specifications will be due before January 19th; the exact date is dependent upon the filing date of the objection. For example, if a written objection was filed on Wednesday, January 10th, the written specifications would be due on Friday, January 12th.

Friday, January 19, 2024 – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open from at least 12:00 noon until 9:00 p.m.

Election Law §§ 15-104(1)(b) and 15-104(3)(b). Must be adopted at least 60 days prior to the election.

Friday, January 19, 2024 – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 11 days before the primary.

Tuesday, January 23, 2024 – Earliest date for holding a party caucus.

Election Law § 15-108(2)(a). Not more than 56 days before the election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two nor less than one week before the caucus, **or***
- b) post notice of the caucus in six public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law §§ 6-202(3) and 15-108(2)(c).

Thursday, January 25, 2024 – First day a certificate of party nomination may be filed.

Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.

Tuesday, January 30, 2024 – Primary day in villages where party nominations are made via a primary.

Election Law § 15-108(2)(a). Must be 49 days prior to the village election.

NOTE: Party officials must publish notice of the primary in at least one newspaper of general circulation within the village of the primary at least once a week for two weeks prior to the primary. Election Law § 15-108(2)(b).

Tuesday, January 30, 2024 – Last date for holding a party caucus.

Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two nor less than one week before the caucus, **or***
- b) post notice of the caucus in six public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law §§ 6-202(3) and 15-108(2)(c).

Thursday, February 1, 2024 – Last day to file a certificate of party nomination.

Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.

NOTE: If a list of caucus or primary participants is not filed with the certificate, the clerk must immediately mail notice to those who signed the certificate, stating that the list of participants must be filed within five days of mailing the notice. Election Law § 15-108(2)(e).

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline the nomination and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

*NOTE: While Election Law § 6-144 only requires that the village clerk state the last day to **decline** the party nomination, NYCOM strongly recommends that the notice clearly state that the candidate must accept the party nomination by filing a certificate of acceptance of party nomination by the deadline. Moreover, the statement should indicate that, unless the candidate is an enrolled member of the party having filed the nomination, failure to accept the party nomination will result in the candidate's declination of the nomination and prevent the candidate's name from being printed on the ballot as nominated by the nominating party. See, 1963 Op. Atty. Gen. 109.*

Friday, February 2, 2024 – Last day to file written objections to certificates of party nomination.

Election Law § 15-108(10). Not later than one day after the last date to file the certificate with the village clerk.

Monday, February 5, 2024 – Last day to file a certificate of acceptance or declination of a party nomination.

Election Law § 15-108(7)(b). Not later than 44 days prior to the election.

NOTE: Forty-four days prior to the election is Sunday, February 4th. When the last day to file a certificate of acceptance or declination of a party nomination falls on a Saturday, Sunday, or public holiday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.

NOTE: Unless the candidate is an enrolled member of the party having filed the nomination, failure to file a certificate of acceptance of a party nomination will result in the candidate's declination of the nomination and prevent the candidate's name from being printed on the ballot as being nominated by the nominating party. See, 1963 Op. Atty. Gen. 109.

Monday, February 5, 2024 – Last day to file written specifications of objections to certificates of party nomination.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days of filing the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the certificate and the county board of elections.

NOTE: If an objection is filed on Thursday, February 1st, or Friday, February 2nd, the last day to file written specifications on the objection would be on Saturday, February 3rd or Sunday, February 4th, respectively. Pursuant to Election Law § 1-106, the last day to file is extended to the next business day, which is Monday, February 5th.

NOTE: The exact date depends upon the date the written objections are filed.

Tuesday, February 6, 2024 – First day to file an independent nominating petition.

Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.

Wednesday, February 7, 2024 – Last day to fill a vacancy caused by a declination of a party nomination.

Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.

Thursday, February 8, 2024 – Last day for the board of trustees to appoint election inspectors.

Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).

NOTE: Failure to appoint election inspectors by this deadline will not impact the conduct of the election, but every effort should be made to comply with this timeframe.

Friday, February 9, 2024 – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 10 days after the primary.

Sunday, February 11, 2024 – Last day for the board of trustees to adopt a resolution establishing a second registration day to be 12 days before the election.

Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.

Tuesday, February 13, 2024 – Last day to file independent nominating petitions for an office to be filled at the general village election.

Election Law § 15-108(8)(a). Not later than 35 days before the village election.

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline the nomination and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

*NOTE: While Election Law § 6-144 only requires that the village clerk state the last day to **decline** a nomination, NYCOM strongly recommends that the notice clearly state that the candidate must accept an independent nomination by filing a certificate of acceptance of independent nomination by the deadline.*

*Moreover, the statement should indicate that failure to accept the independent nomination will result in the candidate's declination of the independent nomination and prevent the candidate's name from being printed on the ballot as so nominated. Unlike party nominations, there are no default acceptances for independent bodies as no person is an enrolled member of an independent nominating body. Consequently, candidates nominated by independent nominating petitions **must file a certificate of acceptance to properly appear on the ballot**. See, 1963 Op. Atty. Gen. 109.*

Wednesday, February 14, 2024 – Last day to file written objections to independent nominating petitions.

Election Law § 15-108(10). Not later than one day after the last date to file the petition with the village clerk.

Friday, February 16, 2024 – Last day to file written specifications of objections to independent nominating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to an independent nominating petition is filed before Wednesday, February 14th, the written specifications will be due before Friday, February 16th. The date depends on when the objection is filed.

Friday, February 16, 2024 – Last day to file a certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

Election Law § 15-108(8)(b). Not later than three days after the last day to file the petition.

NOTE: Failure to file a certificate of acceptance of an independent nomination will result in the candidate's declination of the independent nomination and prevent the candidate's name from being printed on the ballot as so nominated. See, 1963 Op. Atty. Gen. 109.

Friday, February 16, 2024 – For villages with two registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.

Election Law § 15-118(4). At least 20 days before the first registration day.

Friday, February 16, 2024 – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. At least 32 days before the election.

Sunday, February 18, 2024 – For villages with one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.

Election Law § 15-118(4). At least 20 days before the registration day.

Tuesday, February 20, 2024 – Last day to file a certificate to fill a vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

Election Law § 15-108(8)(c). Not later than three days after the last day to file a certificate of declination.

NOTE: Three days after the last day to file a certificate of declination of an independent nomination is Monday, February 19th, which is Washington's Birthday. When the deadline to file a certificate to fill a vacancy caused by the declination of an independent nomination falls on a public holiday, then, pursuant to Election Law § 1-106, the last day to file the certificate is extended to the next business day.

Friday, February 23, 2024 (Approximately) – NYCOM recommends that the clerk prepare a draft of the ballot and provide the candidates with an opportunity to review the draft ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots. Once reviewed by the candidates, the finalized sample ballot should be made available to the public.

NOTE: Chapter 411 of the Laws of 2019 amended Election Law § 7-128 to require sample and official ballots for all elections conducted by the county boards of election to be made available as soon as practicable. While village elections conducted pursuant to Article 15 are specifically exempted from this provision, NYCOM recommends that the clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots to adhere to the spirit and intent of this law.

NOTE: Due to the timing of referenda, a petition for a permissive referendum filed on or after January 1st and on or before March 1st will cause the proposition to appear on the general village election ballot. Similarly, the board of trustees may pass a legislative act that is subject to a mandatory referendum or submit the permissive referendum to voters on its own motion on or after January 1st and on or before March 1st and have that proposition appear on the general village election ballot. Consequently, ballots may be subject to change to include the presentation of propositions after this date, up to and including March 1st.

Monday, February 26, 2024 – For villages with two registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters for the first registration day.

Election Law § 15-118(4). At least 10 days prior to the first registration day.

Wednesday, February 28, 2024 – For villages with one registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Friday, March 1, 2024 – Last day to file a petition to cause a permissive referendum to appear on the general election ballot. This is also the last day that the board of trustees may (a) pass a local law or resolution that is subject to a mandatory referendum or (b) adopt a legislative act that is subject to a permissive referendum and submit the question to voters on its own motion, and have such propositions appear on the general election ballot.

Village Law § 9-902(6). If such petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held and on or before the first day of the month in which the general village election is to be held, a proposition for the approval of such act or resolution must be submitted at the general village election.

NOTE: Pursuant to Village Law § 9-902(5), if a petition is filed before January 1st or after March 1st a special election must be held.

NOTE: If Article 9 is being followed for a mandatory referendum, the date that the board of trustees adopts the local law or resolution is deemed the date the petition is filed. Similarly, if a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Consequently, this is the last day that the board of trustees may adopt a legislative act that is subject to a mandatory referendum or submit a permissive referendum to voters on its own motion and have such proposition appear on the general village election ballot.

Thursday, March 7, 2024 – First registration day in villages with two registration days.

Election Law § 15-118(5). Twelve days before the general village election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Friday, March 8, 2024 – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 11 days before the election.

Friday, March 8, 2024 – Last day individuals may register with the county board of elections to be eligible to vote in the village election.

Election Law § 15-118(2). At least 10 days before the election.

NOTE: At least 10 days before the election is Saturday, March 9th. As county boards of election are closed on Saturdays, the last day to register and ensure voter eligibility is Friday, March 8th.

Saturday, March 9, 2024 – Last day for the village clerk to publish notice setting forth the (1) polling place in each district, (2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), (3) names and addresses of candidates, offices, and term nominated for, and (4) abstract of any proposition. The notice must also be posted in six conspicuous places in the village and at each polling place at least one day before the election.

Election Law §§ 15-104(3)(c) and (4). Notice must be published at least 10 days prior to general village election. Notice must be posted at least one day prior to the general village election.

NOTE: If the village fails to publish or post required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5).

Saturday, March 9, 2024 – Last day for the village clerk to publish a list of the polling places and the date and hours of the election when the village election is conducted by the board of elections.

Election Law § 4-120(2). At least 10 days prior to election.

NOTE: The notice may include a brief description of the boundaries of each election district and must identify any polling places that do not provide access to disabled voters.

Saturday, March 9, 2024 – Registration day in villages with one registration day. For villages with two registration days, this is the second registration day.

Election Law § 15-118(5). 10 days prior to election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Tuesday, March 12, 2024 – Last day for the board of elections to provide a list of registered voters to the village clerk.

Election Law § 5-612(1). At least seven days prior to general village election.

NOTE: The village clerk must contact the county board of elections for a list of registered voters.

Tuesday, March 12, 2024 – Last day for the village clerk to receive applications for absentee ballots to be mailed to qualified voters.

Election Law § 15-120(5). At least seven days prior to election.

***Tuesday, March 12, 2024** – Last day for the village clerk to receive applications for early mail ballots to be mailed to qualified voters.

Election Law § 15-119(7). At least seven days prior to election.

NOTE: The village clerk must examine each early mail ballot application and make a determination as to the applicant's qualifications for an early mail ballot. The application must be accepted if (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Wednesday, March 13, 2024 – Last day for the village clerk to mail absentee ballots to qualified voters.

Election Law § 15-120(6). Not later than six days before the village election.

***Wednesday, March 13, 2024** – Last day for the village clerk to mail early mail ballots to qualified voters.

Election Law § 15-119(8). Not later than six days before the village election.

Sunday, March 17, 2024 – Sample ballots must be made available for public inspection not later than this day.

Election Law § 7-128(1). Not later than two days prior to the election.

NOTE: NYCOM recommends that the clerk prepare a draft of the ballot and give the candidates an opportunity to review it as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots.

Monday, March 18, 2024 – Last day for the village clerk to receive personal applications for an absentee ballot from applicant or applicant’s agent.

Election Law § 15-120(5). Not later than one day prior to the election.

NOTE: Upon receiving an application, the clerk must deliver the absentee ballot to the applicant or their agent named in the application.

***Monday, March 18, 2024** – Last day for the village clerk to receive personal applications for an early mail ballot from applicant or applicant’s agent.

Election Law § 15-119(7). Not later than one day prior to the election.

NOTE: Upon receiving an application, the clerk must deliver the early mail ballot to the applicant or their agent named in the application if (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Tuesday, March 19, 2024 – The village election.

Election Law § 15-104(1)(a). The general village election shall be held on the third Tuesday in March except in any village which presently elects, or hereafter adopts a proposition to elect, its officers on a date other than the third Tuesday in March.

Tuesday, March 19, 2024 – Village clerk must deliver the absentee ballots to the board of inspectors of the appropriate election district.

Election Law § 15-120(8). On the day of the general village election. Last day for the village clerk to receive absentee ballots in person or by mail.

NOTE: Absentee ballots cast in village elections must be received by the close of the polls on the date of the general village election in order to be canvassed. Absentee ballots may be delivered to the village clerk or the board of inspectors in the appropriate election district on the day of the general village election until the close of the polls.

Tuesday, March 19, 2024 – Village clerk must deliver the early mail ballots to the board of inspectors of the appropriate election district.

Election Law § 15-119(10). On the day of the general village election. Last day for the village clerk to receive early mail ballots in person or by mail.

NOTE: Early mail ballots cast in village elections must be received by the close of the polls on the date of the general village election in order to be canvassed. Early mail ballots may be delivered to the village clerk or the board of inspectors in the appropriate election district on the day of the general village election until the close of the polls.

Wednesday, March 20, 2024 – Inspectors must file a certificate of canvass of voters with the village clerk.

Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.

Wednesday, March 20, 2024 – The board of trustees must meet to canvass the election returns when a village has more than one election district.

Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.

Thursday, March 21, 2024 – The last day a recanvass of the vote may be requested.

Election Law § 15-126(3). Not later than two days after the date of the election.

NOTE: The village clerk may, of his or her own volition, and must, upon the written request of any candidate, cause a recanvass of the votes cast in the village election.

Friday, March 22, 2024 – The deadline by which the village clerk must notify the county board of elections of a request for recanvass.

Election Law § 15-126(3). Within one day after receiving the written request.

NOTE: This is the last possible date the village clerk may notify the county board of elections of the request to recanvass. If the village clerk receives the written request prior to Thursday, March 21st, he or she has one day to notify the county board of elections.

Friday, March 22, 2024 – Last day for the village clerk to notify the winners of the election the results and that they must file an oath of office with the village clerk within 30 days of the commencement of their term.

Election Law § 15-128. Within three days after the village election.

Monday, April 1, 2024 – Start of the village's official year.

Village Law § 3-302. The official year begins at noon on the first Monday in the month following the date of the general village election or the date such an election would have been held had elections been held annually.

Monday, April 15, 2024 – Deadline for filing the third statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be no later than 27 days after the election.

Wednesday, May 1, 2024 – Deadline for an elected official to file their written oath of office with the village clerk.

Public Officers Law §§ 10 and 30. Every officer must take and file their written oath of office prior to assuming their office and within 30 days of the commencement of their term of office. If an elected official fails to file their oath of office within the required 30 days, a vacancy is created in their office.

NOTE: Elected officers may take and file their written oaths of office any time after the election results are certified, including prior to the official commencement of their term of office.

June Village Election ▪ Tuesday, June 18, 2024

NOTE: If the village fails to publish or post any required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5).

Thursday, January 18, 2024 – For villages whose June elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of elections a certificate setting forth each village office to be filled.

Election Law § 4-106(2). At least five months prior to the election.

Friday, February 16, 2024 – For villages whose June elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

Election Law § 4-104(1). At least four months prior to the election.

NOTE: Four months before the election is Monday, February 20th. As county boards of election are closed on weekends and public holidays, the last day for the village clerk to submit to the county board of elections a list of polling places within the village is Friday, February 16th, as Washington's Birthday is Monday, February 19th.

Sunday, February 18, 2024 – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

Election Law § 15-104(3)(a). At least four months prior to the election.

Sunday, February 18, 2024 – First day that the village clerk may accept absentee ballot applications.

Election Law § 15-120(5). Not earlier than four months prior to the election.

***Sunday, February 18, 2024** – First day that the village clerk may accept early mail ballot applications.

Election Law § 15-119(7). Not earlier than four months prior to the election.

NOTE: The village clerk must examine each early mail ballot application and make a determination as to the applicant's qualifications for an early mail ballot. The early mail ballot application must be accepted when (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Monday, February 19, 2024 – Last day to divide the village into election districts.

Election Law § 15-110(5). At least 120 days before the election.

Monday, March 4, 2024 – First day that an individual may sign a party primary designating petition.

Election Law § 15-108(9). Not earlier than six weeks prior to the last day to file party primary designating petitions.

Friday, March 29, 2024 – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 32 days before the primary.

Monday, April 1, 2024 – First day to file a petition to cause a permissive referendum to appear on the general election ballot. This is also the first day that the board of trustees may (a) pass a local law or resolution that is subject to a mandatory referendum or (b) adopt a legislative act that is subject to a permissive referendum and submit the question to voters on its own motion, and have such propositions appear on the general election ballot.

Village Law § 9-902(6). If such petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held and on or before the first day of the month in which the general village election is to be held, a proposition for the approval of such act or resolution must be submitted at the general village election.

NOTE: Pursuant to Village Law § 9-902(5), if a petition is filed before April 1st or after June 1st, a special election must be held.

NOTE: If Article 9 is being followed for a mandatory referendum, the date that the board of trustees adopts the local law or resolution is deemed the date the petition is filed. Similarly, if a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Consequently, this is the first day that the board of trustees may adopt a legislative act that is subject to a mandatory referendum or submit a permissive referendum to the voters upon a motion of the board and have such proposition appear on the general election ballot.

NOTE: For more information relating to the conduct of referenda, please refer to NYCOM Municipal Management Series, Enacting Local Legislation and Conducting Referenda, available to download from the members only section of the NYCOM website at www.nycom.org.

Tuesday, April 2, 2024 – First day that individuals may sign independent nominating petitions.

Election Law § 15-108(9). Not earlier than six weeks before the last day to file independent nominating petitions.

Thursday, April 4, 2024 – Last day that a vacancy in an elected village office may occur and be placed on the general election ballot or cause a special election if a general election was not scheduled.

Village Law § 3-312(3)(b)(1). If a vacancy occurs at least 75 days prior to the third Tuesday of the month preceding the end of the official year, a special election to fill the unexpired term must be held.

Village Law § 3-312(3)(b)(2). If a vacancy occurs less than 75 days prior to the third Tuesday of the month preceding the end of the current official year and, if the term of office does not expire at the end of such year, a special election to fill the unexpired term must be held in the following year.

NOTE: For more information relating to filling vacancies, please refer to Chapter 4 of the NYCOM Handbook for Village Officials, available to download from the members only section of the NYCOM website at www.nycom.org.

Monday, April 8, 2024 – First day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.

Tuesday, April 9, 2024 to Tuesday, April 16, 2024 – First day political parties may publish notice of a party caucus in a newspaper.

Election Law § 15-108(2)(c). Not earlier than two weeks before the caucus.

NOTE: The exact date depends upon the date the caucus is to be held.

Thursday, April 11, 2024 to Thursday, April 18, 2024 – Last day to file a declination of a party primary designation.

Election Law § 15-108(7)(e). Within three days of filing of the designating petition.

NOTE: Within one day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition. Failure to designate a committee to fill vacancies on the petition will not invalidate the petition, but a vacancy may not be filled in the event of a declination.

NOTE: The exact date depends upon the date the designating petition was filed.

Monday, April 15, 2024 to Monday, April 22, 2024 – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections if the county board of elections conducts the village election.

Election Law § 15-108(2)(c). Notice must be filed in the offices of the village clerk and the county board of elections, if the county board of election conducts the village election, at least 10 days before the scheduled caucus.

NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, April 13th or Sunday, April 14th, the last day to post and file is Monday, April 15th. This is also the case if the last day to post and file falls on Saturday, April 20th, in which case the filing deadline is extended to Monday, April 22nd.

NOTE: The exact date depends upon the scheduled date of the caucus.

Monday, April 15, 2024 – Last day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.

NOTE: Upon the filing designating petition, the village clerk must notify via mail each individual designated. The notice must a) state the last day to decline the designation, and b) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Tuesday, April 16, 2024 – Last day to file written objections to party primary designating petitions.

Election Law § 15-108(10). Not later than one day after the last date to file the petition with the village clerk.

Thursday, April 18, 2024 – Last day to file written specifications of objections to party primary designating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to a party primary designating petition is filed before Tuesday, April 16th, the written specifications will be due before Thursday, April 18th; the exact date is dependent upon the filing date of the objection.

Thursday, April 18, 2024 – Last day for the board of trustees to adopt a resolution abolishing the village registration day.

Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.

Friday, April 19, 2024 – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open at minimum from 12:00 noon until 9:00 p.m.

Election Law § 15-104(3)(b). Must be adopted at least 60 days prior to the election.

Friday, April 19, 2024 – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 11 days before the primary.

Tuesday, April 23, 2024 – Earliest date for holding a party caucus.

Election Law § 15-108(2)(a). Not more than 56 days before the election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two nor less than one week before the caucus, or*
- b) post notice of the caucus in six public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law §§ 6-202(3) and 15-108(2)(c).

Thursday, April 25, 2024 – First day a certificate of party nomination may be filed.

Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.

Tuesday, April 30, 2024 – Primary day in villages where party nominations are made via a primary.

Election Law § 15-108(2)(a). Must be 49 days prior to the village election.

NOTE: Party officials must publish notice of the primary in at least one newspaper of general circulation within the village at least once a week for two weeks prior to the primary. Election Law § 15-108(2)(b).

Tuesday, April 30, 2024 – Last date for holding a party caucus.

Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two nor less than one week before the caucus, or*
- b) post notice of the caucus in six public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law §§ 6-202(3) and 15-108(2)(c).

Thursday, May 2, 2024 – Last day to file a certificate of party nomination.

Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.

NOTE: If a list of caucus or primary participants is not filed with the certificate, the village clerk must immediately mail notice to those who signed the certificate, stating that the list of participants must be filed within five days of mailing the notice. Election Law § 15-108(2)(e).

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline the nomination and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

*NOTE: While Election Law § 6-144 only requires that the village clerk state the last day to **decline** the party nomination, NYCOM strongly recommends that the notice clearly state that the candidate must accept the party nomination by filing a certificate of acceptance of party nomination by the deadline.*

Moreover, the statement should indicate that, unless the candidate is an enrolled member of the party having filed the nomination, failure to accept the party nomination will result in the candidate's declination of the nomination and prevent the candidate's name from being printed on the ballot as nominated by the nominating party. See, 1963 Op. Atty. Gen. 109.

Friday, May 3, 2024 – Last day to file written objections to certificates of party nomination.

Election Law § 15-108(10). Not later than one day after the last date to file the certificate with the village clerk.

Monday, May 6, 2024 – Last day to file a certificate of acceptance or declination of a party nomination.

Election Law § 15-108(7)(b). Not later than 44 days prior to the election.

NOTE: Forty-four days prior to the election is Sunday, May 5th. When the last day to file a certificate of acceptance or declination of a party nomination falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.

NOTE: Unless the candidate is an enrolled member of the party having filed the nomination, failure to file a certificate of acceptance of a party nomination will result in the candidate's declination of the nomination and prevent the candidate's name from being printed on the ballot as being nominated by the nominating party. See, 1963 Op. Atty. Gen. 109

Monday, May 6, 2024 – Last day to file written specifications of objections to certificates of party nomination.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days of filing the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the certificate and the county board of elections.

NOTE: If an objection is filed on Thursday, May 2nd, or Friday, May 3rd, the last day to file written specifications of the objection would be on Saturday, May 4th or Sunday, May 5th, respectively. Pursuant to Election Law § 1-106, the last day to file the written specifications would be extended to the next business day, Monday, May 6th.

NOTE: If an objection to a certificate of party nomination is filed before Thursday, May 2nd, the written specifications will be due before Monday, May 6th; the exact deadline depends on the date the objection is filed.

Tuesday, May 7, 2024 – First day to file an independent nominating petition.

Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.

Wednesday, May 8, 2024 – Last day to fill a vacancy caused by a declination of a party nomination.

Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.

Thursday, May 9, 2024 – Last day for the board of trustees to appoint election inspectors.

Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).

NOTE: Failure to appoint election inspectors by this deadline will not impact the conduct of the election, but every effort should be made to comply with this timeframe.

Friday, May 10, 2024 – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 10 days after the primary.

Sunday, May 12, 2024 – Last day for the board of trustees to adopt a resolution establishing a second registration day to be held 12 days before the election.

Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.

Tuesday, May 14, 2024 – Last day to file independent nominating petitions for an office to be filled at the general village election.

Election Law § 15-108(8)(a). Not later than 35 days before the village election.

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline the nomination and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

*NOTE: While Election Law § 6-144 only requires that the village clerk state the last day to **decline** a nomination, NYCOM strongly recommends that the notice clearly state that the candidate must accept an independent nomination by filing a certificate of acceptance of independent nomination by the deadline. Moreover, the statement should indicate that failure to accept the independent nomination will result in the candidate's declination of the independent nomination and prevent the candidate's name from being printed on the ballot as so nominated. Unlike party nominations, there are no default acceptances for independent bodies as no person is an enrolled member of an independent nominating body. Consequently, candidates nominated by independent nominating petitions **must file a certificate of acceptance to properly appear on the ballot**. See, 1963 Op. Atty. Gen. 109.*

Wednesday, May 15, 2024 – Last day to file written objections to independent nominating petitions.

Election Law § 15-108(10)(d). Not later than one day after the last date to file the petition with the village clerk.

Friday, May 17, 2024 – Last day to file written specifications of objections to independent nominating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to an independent nominating petition is filed before Wednesday, May 15th, the written specifications will be due before Friday, May 17th; the exact deadline is dependent upon the filing date of the objection.

Friday, May 17, 2024 – For villages with two registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.

Election Law § 15-118(4). At least 20 days before the first registration day.

Friday, May 17, 2024 – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 32 days before the election.

Friday, May 17, 2024 – Last day to file a certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

Election Law § 15-108(8)(b). Not later than three days after the last day to file the petition.

NOTE: Failure to file a certificate of acceptance of an independent nomination will result in the candidate's declination of the independent nomination and prevent the candidate's name from being printed on the ballot as so nominated. See, 1963 Op. Atty. Gen. 109.

Sunday, May 19, 2024 – For villages with one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.

Election Law § 15-118(4). At least 20 days before the registration day.

Monday, May 20, 2024 – Last day to file a certificate to fill a vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

Election Law § 15-108(8)(c). Not later than three days after the last day to file a certificate of declination.

Thursday, May 23, 2024 (Approximately) – NYCOM recommends that the village clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots. Once reviewed by the candidates, the finalized sample ballot should be made available to the public.

NOTE: Chapter 411 of the Laws of 2019 amended Election Law § 7-128 to require sample and official ballots for all elections conducted by the county boards of election to be made available as soon as practicable. While village elections conducted pursuant to Article 15 are specifically exempted from this provision, NYCOM recommends that the village clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots to adhere to the spirit and intent of this law.

NOTE: Due to the timing of referenda, a petition for a permissive referendum filed on or after April 1st and on or before June 1st will cause the proposition to appear on the general village election ballot. Similarly, the board of trustees may pass a legislative act that is subject to a mandatory referendum or submit the permissive referendum to voters on its own motion on or after April 1st and on or before June 1st and have that proposition appear on the general village election ballot. Consequently, ballots may be subject to change to include the presentation of propositions after this date, up to and including June 1st.

Monday, May 27, 2024 – For villages with two registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Wednesday, May 29, 2024 – For villages with one registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Saturday, June 1, 2024 – Last day to file a petition to cause a permissive referendum to appear on the general election ballot. This is also the last day that the board of trustees may (a) pass a local law or resolution that is subject to a mandatory referendum or (b) adopt a legislative act that is subject to a permissive referendum and submit the question to voters on its own motion, and have such propositions appear on the general election ballot.

Village Law § 9-902(6). If such petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held and on or before the first day of the month in which the general village election is to be held, a proposition for the approval of such act or resolution must be submitted at the general village election.

NOTE: Pursuant to Village Law § 9-902(5), if a petition is filed before April 1st or after June 1st a special election must be held.

NOTE: If Article 9 is being followed for a mandatory referendum, the date that the board of trustees adopts the local law or resolution is deemed the date the petition is filed. Similarly, if a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Consequently, this is the last day that the board of trustees may adopt a legislative act that is subject to a mandatory referendum or submit a permissive referendum to voters on its own motion and have the proposition appear on the general village election ballot.

Thursday, June 6, 2024 – First registration day in villages with two registration days. *Election Law § 15-118(5). Twelve days before general village election.*

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Friday, June 7, 2024 – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. At least 11 days before the election.

Friday, June 7, 2024 – Last day individuals may register with the county board of elections to ensure voter eligibility in the village election.

Election Law § 15-118(2). At least ten days before the election.

NOTE: At least 10 days before the election is Saturday, June 8th. As county boards of elections are closed on Saturdays, the last day to register and be eligible to vote is Friday, June 7th.

Saturday, June 8, 2024 – Last day for the village clerk to publish notice setting forth the (1) polling place in each district, (2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), (3) names and addresses of candidates, offices, and term nominated for, and (4) abstract of any proposition. The notice must also be posted in six conspicuous places in the village and at each polling place at least one day before the election.

Election Law §§ 15-104(3)(c) and (4). Notice must be published at least 10 days prior to general village election. Notice must be posted at least one day prior to the general village election.

NOTE: If the village fails to publish or post required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5).

Saturday, June 8, 2024 – Registration day in villages with one registration day. For villages with two registration days, this is the second registration day.

Election Law § 15-118(5). Ten days prior to election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Saturday, June 8, 2024 – Last day for the village clerk to publish a list of the polling places and the date and hours of the election when the village election is conducted by the board of elections.

Election Law § 4-120(2). At least 10 days prior to election.

NOTE: The notice may include a brief description of the boundaries of each election district and must identify any polling places that do not provide access to disabled voters.

Tuesday, June 11, 2024 – Last day for the board of elections to provide a list of registered voters to the village clerk.

Election Law § 5-612(1). At least seven days prior to general village election.

NOTE: The village clerk must contact the county board of elections for a list of registered voters.

Tuesday, June 11, 2024 – Last day for the village clerk to receive applications for absentee ballots to be mailed to qualified voters.

Election Law § 15-120(5). At least seven days prior to election.

***Tuesday, June 11, 2024** – Last day for the village clerk to receive applications for early mail ballots to be mailed to qualified voters.

Election Law § 15-119(7). At least seven days prior to election.

NOTE: The village clerk must examine each early mail ballot application and make a determination as to the applicant's qualifications for an early mail ballot. The application must be accepted if (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Wednesday, June 12, 2024 – Last day for the village clerk to mail absentee ballots to qualified voters.

Election Law § 15-120(6). Not later than six days before the village election.

***Wednesday, June 12, 2024** – Last day for the village clerk to mail early mail ballots to qualified voters.

Election Law § 15-119(8). Not later than six days before the village election.

Sunday, June 16, 2024 – Sample ballots must be made available for public inspection not later than this day.

Election Law § 7-128(1). Not later than two days prior to the election.

NOTE: NYCOM recommends that the village clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots.

Monday, June 17, 2024 – Last day for the village clerk to receive personal applications for an absentee ballot from applicant or applicant’s agent.

Election Law § 15-120(5). Not later than one day prior to the election.

NOTE: Upon receiving an application, the village clerk must deliver the absentee ballot to the applicant or their agent named in the application.

***Monday, June 17, 2024** – Last day for the village clerk to receive personal applications for an early mail ballot from applicant or applicant’s agent.

Election Law § 15-119(7). Not later than one day prior to the election.

NOTE: Upon receiving an application, the clerk must deliver the early mail ballot to the applicant or their agent named in the application if (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Tuesday, June 18, 2024 – The village election.

NOTE: By State law, general village elections are held on the third Tuesday in March. However, villages may chose, and many have chosen, to hold their elections on another date. After the third Tuesday in March, the most popular date to hold village elections is the third Tuesday in June.

Tuesday, June 18, 2024 – Village clerk must deliver the absentee ballots to the board of inspectors of the appropriate election district.

Election Law § 15-120(8). On the day of the general village election. Last day for the village clerk to receive absentee ballots in person or by mail.

NOTE: Absentee ballots cast in village elections must be received by the close of the polls on the date of the general village election in order to be canvassed. Absentee ballots may be delivered to the village clerk or the board of inspectors of the appropriate election district on the day of the general village election until the close of the polls.

***Tuesday, June 18, 2024** – Village clerk must deliver the early mail ballots to the board of inspectors of the appropriate election district.

Election Law § 15-119(10). On the day of the general village election. Last day for the village clerk to receive early mail ballots in person or by mail.

NOTE: Early mail ballots cast in village elections must be received by the close of the polls on the date of the general village election in order to be canvassed. Early mail ballots may be delivered to the village clerk or the board of inspectors in the appropriate election district on the day of the general village election until the close of the polls.

Wednesday, June 19, 2024 – Inspectors must file a certificate of canvass of voters with the village clerk.

Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.

Wednesday, June 19, 2024 – The board of trustees must meet to canvass the election returns when a village has more than one election district.

Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.

Thursday, June 20, 2024 – The last day a recanvass of the vote may be requested.

Election Law § 15-126(3). Not later than two days after the date of the election.

NOTE: The village clerk may, of his or her own volition, and must, upon the written request of any candidate, cause a recanvass of the votes cast in the village election.

Friday, June 21, 2024 – Last day for the village clerk to notify the winners of the election the results and that they must file an oath of office with the village clerk within 30 days of the commencement of their term.

Election Law § 15-128. Within three days after the village election.

Friday, June 21, 2024 – The deadline by which the village clerk must notify the county board of elections of the request for recanvass.

Election Law § 15-126(3). Within one day after receiving the written request.

NOTE: This is the last possible date the village clerk may notify the county board of elections of the request to recanvass. If the village clerk receives the written request prior to Thursday, June 20th, he or she has one day to notify the county board of elections.

Monday, July 1, 2024 – Start of the village’s official year.

Village Law § 3-302. The official year begins at noon on the first Monday in the month following the date of the general village election or the date such an election would have been held had elections been held annually.

Monday, July 15, 2024 – Deadline for filing the third statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 27 days after the election.

Wednesday, July 31, 2024 – Deadline for an elected official to file their written oath of office with the village clerk.

Public Officers Law §§ 10 and 30. Every officer must take and file their written oath of office prior to assuming their office and within 30 days of the commencement of their term of office. If an elected official fails to file their oath of office within the required 30 days, then a vacancy is created in their office.

NOTE: Elected officers may take and file their written oaths of office any time after the election results are certified, including prior to the official commencement of their term of office.



The New York State Conference of Mayors and Municipal Officials (NYCOM) is an association of, and for, cities and villages in New York. Since 1910, NYCOM has united local government officials in an active statewide network focused on the singular purpose of finding the most effective means of providing essential municipal services. Through the active participation of our membership, which represents more than 12 million New Yorkers, NYCOM is an aggressive advocate for city and village interests before the Executive, Legislative and Judicial branches of state government. Our association is a readily accessible source of practical information touching upon every area of municipal activity, and is also a leader in the on-going training and education of local officials.

POLL WATCHER'S CERTIFICATE

Pursuant to provisions of Section 8-500 of the Election Law of the State of New York, the undersigned hereby appoints:

(Print Name of Individual)

To act as Watcher on their behalf, at the General, Special, Town or Village Election to be held on _____
(date)
in the _____ Election District, Village of _____,
County of _____, State of New York

Signature of Chair or Officer of
Political Party, Committee or Independent Body

Name of Chair or Officer (Print) of
Political Party, Committee or Independent Body