

# TACONIC HILLS CENTRAL SCHOOL DISTRICT

## **Voting & Election Procedures**

### Voter Qualifications:

A person is entitled to vote in a school district vote if he/she is:

- A citizen of the United States
- At least eighteen (18) years of age
- A resident within the district for a period of thirty days preceding the election
- A registered voter of the school district

### Continuous Voter Registration:

Personal continuous voter registration of voters for school district elections and votes may register on any school business day between the hours of 8:00 a.m. and 3:00 p.m. at the office of the District Clerk. No person shall be permitted to register to vote for a school district election or vote less than five (5) days preceding each such election or vote.

### Challenges to a Voter's Qualifications:

A person who presents himself and offers a vote, but whose name cannot be found on the list of registered voters or in the registration poll ledger, must either present a court order requiring that he or she be permitted to vote or submit an affidavit stating that:

1. he or she has duly registered to vote,
2. the address from which he or she registered,
3. he or she remains a duly qualified voter in the district election, and
4. the registration poll record appears to be lost or misplaced. Such an affidavit must contain an acknowledgment that the applicant understands that any false statement contained therein is perjury. The voter must then be permitted to vote a paper ballot, to be placed in the envelope accompanied by the affidavit.

### Absentee Ballots:

Qualified voters who are unable to appear in person on the day of the vote may apply for an absentee ballot through the office of the District Clerk between the hours of 9 a.m. and 4 p.m. any school day. Applications must be received by the district clerk seven (7) days prior to the day of the vote if the ballot is to be mailed to the voter or a day before the vote if the ballot is to be picked up at the district clerk's office. The district is not responsible for postal delays and ballots received after this time cannot be included in the election. The individual requesting the absentee ballot must explain that he/she will be unable to appear to vote in person on the day of the school district election because:

- a. He/she will be a patient in a hospital, or unable to appear personally at the polling place because of illness or physical disability;

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- b. His/her duties, occupation, business, or studies will require him/her to be outside the county of residence;
- c. He/she will be on vacation outside the county of residence or
- d. He/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in person after conviction for an offense other than a felony.

Proxy votes are not allowed.

### Official Register:

No person shall be entitled to vote whose name does not appear upon the Official Register of Qualified Voters of the Taconic Hills Central School District, Craryville, New York or the Official Register of the Board of Elections of the Counties of Columbia and Dutchess (Town of Northeast).

The register so prepared shall include the names of all persons who have presented themselves personally for registration in accordance with Section 2014 of the Education Law of the State of New York and pursuant to the provisions of the General Election Law of the State of New York.

Following the last day of registration prior to a given election, cards will be removed from the official register of all persons who are known to be deceased, who have moved out of the school district, or who are otherwise not qualified as school district electors.

### Public Inspection and Challenge:

The Official Register, as prepared, and upon its correction and completion, shall be filed in the office of the District Clerk and thereafter shall at all reasonable times be open to inspection by any qualified voter of the district on each day up to and including the day set for the election, except Saturdays, Sundays, and holidays.

Any qualified voter may, upon examination of the register, file a written challenge of the qualifications of any person as a voter whose name appears on such register. The challenges shall be received and preserved by the Clerk of the District or any other person so designated by the Board of Education. Said challenge shall be filed with the register and held open for inspection. The Clerk shall note on the face of the challenge what action was taken with reference thereto.

### Rules for Conduct During Elections and Registration:

1. The Board of Education may not permit use of district-owned telephones within the schools or buildings to any group organized to encourage voters to come to the polls. The use of school district telephones by individual candidates for Board membership or their supporters is also prohibited.
2. During the election, no persons shall be permitted to distribute on school property any literature with regard to said election. No electioneering shall take place within 100 feet of the designated entrances to the polling places. The Inspectors of Election shall

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conspicuously place distance markers 100 feet from said entrances at least one-half hour before the opening of the polls, and no banner, poster, or placard on behalf of or in opposition to any candidate or issue shall be allowed in or upon the polling place or within 100 feet of said entrances during the election.

The 100 foot distance is deemed to include a 100 foot radial measuring from the entrances, designated by the Inspectors of Election, to a building where such election is being held. This does not prohibit the Board of Education from displaying within the polling place copies of any budget or proposition to be voted upon.

3. At the time designated for the closing of polls, the Chairperson of the Election, or his/her designee, shall order the doors to the polling place to be closed, permitting only those persons within the voting place who have not cast their ballots to do so.
4. Absentee envelopes shall be opened by the Inspectors of Election promptly after closing of the polls, following the procedure specified in Subdivision 10 in Section 2018 (a) of the Education Law.
5. The Chairperson of the Election, the District Clerk, or his/her designee, may implement such rules as he/she deems appropriate for maintaining order during the election and during the vote counting process. Such rules may include restrictions on who may approach the voting machines, where individuals may congregate, etc.