

## ELECTION COMMITTEE PROCEDURES

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May Send notices to Freeman about openings for board of trustees (Dir)

**Email: [classified@freemanonline.com](mailto:classified@freemanonline.com) as a Word attachment** - Allow 48 hours

June Post budget and candidates for election in the library

July Fax advertisement of vacancies for trustee petitions to Daily Freeman during first week of July (Dir)

Contact election officials (list from Ulster County Board of Elections 334-5470) (Chair)

Notify Director that checks will be necessary for the election officials (Chair)

Notify Board members of the September election and confirm timeline for absentee ballots and date of election (Chair)

Confirm that all the materials necessary for the absentee ballot process are ready (application, ballot, envelope, explanation of timeline, bookmark? flyer?) (Dir)

Fax election notice/legal notice to Daily Freeman middle of July –must be no more than 45 days before the election, and must be within 4-7 weeks of the election (Dir)

Aug Send press release to Daily Freeman and Woodstock News & as a handout in library (Dir)

Contact the Ulster County Board of Elections to request voter registration list including absentee ballot because of permanent disability. (Chair)

Verify that voter registration list has arrived. (Chair)

Mail absentee ballots to permanently disabled voters. (Dir)

Post absentee applications in library & on website (Dir)

Absentee ballots sent out (will be validated by election officials) (Dir)

Post election flyers at West Hurley Post Office, Hobo Deli, Stewart's and Library. (Dir)

Confirm election night timeline with board. (Chair)

Obtain checks from Treasurer to pay officials 5 hours for each official. (Chair)

Get loose leaf book for voter registration lists from Director. (Chair)

Sep Remind election officials and board members of election night coverage a few days before. (Chair)

Vote 4-8pm, First Thursday in September (Chair)

- Officials arrive ½ hour early and tally takes about ½ hour
- Make sure the election officials have ballot box, black pens, table and chairs
- Make sure a board representative is present for each hour
- Post a copy of the budget at the vote
- Recount votes and match for accuracy with officials tally
- Make sure a Board Member and the election officials sign the election results when the polls close
- Fax election results to Town of Hurley clerk: 331-7474 (include copy of budget)
- Call Bill Campbell at Daily Freeman with results night of election 845-246-3975

Mail results to Town of Hurley clerk (Dir)

If there are any write-in candidates who qualify, notify them in writing that they have to respond in writing about their acceptance within thirty days of the letter's post mark. If the library receives no response, one reminder letter may be sent out. (Dir)

Oct Remind newly elected Board Members to swear in with Hurley Town Clerk within 30 days of taking office and notify Director immediately after swearing in.