

CHECKLIST FOR VILLAGE ELECTIONS – FOR THE YEAR 2017

- November 21** At least 4 months before election, Clerk publishes notice designating offices to be filled (file resolution and proof of publication)
Last day for the Board of Trustees to submit to the County Board of Elections a list of polling places within the Village
1st day Village Clerk may accept Absentee Ballot Applications (no earlier than 4 months prior to election)
- January 3** First date Independent Nominating Petitions may be signed (no earlier than 6 weeks before the last day to file Independent Nominating Petitions, which is February 9th)
- January 12** Board adopts resolution on Election polling place and hours
Board appoints election inspectors (\$100 each) (Charge A1450.4) (file resolution and proof of publication) and Machine Technician (Pat Taylor 3858 East Street, 685-5234)
- January 13** Post resolution on Election Inspectors in Village Office
- February 7** First day to file Independent Nominating Petition (not earlier than 42 days before the Village election). Petitions numbered, 50 signatures until village exceeds 3,000 population, can't witness their own signature, signers must be registered voters = a U.S. citizen, 18 or older, a resident of the village
- February 14** Last day to file independent nominating petitions (35 days before election)
- February 17** Last day to file certificate of acceptance or declination of an independent nomination (not later than 3 days after last day to file the petition). Deadline for filing the first statement of campaign receipts and expenditures.
- February 20** Last day to fill vacancy caused by declination
- February** Clerk prepares absentee ballot and machine voting strips
- February 23** Board adopts resolution on publishing election information (polling place, hours, names and addresses of candidates, offices, and term nominated for.
- March 10** Deadline for filing the second statement of campaign receipts and expenditures for the village election
Last day to register with County Board of Elections to be eligible to vote in village election
Clerk publishes election information, including candidates' names, must be published 10 days before election (file resolution and proof of publication)
Deadline for filing the second statement of campaign receipts and expenditures for the village election
- March 14** Last day for the Village Clerk to receive applications for absentee ballots to be mailed
Last day for the Board of Elections to provide a list of registered voters to the Village Clerk
- March 15** Last day for the Village Clerk to mail absentee ballots to qualified voters
- March 16** Sample ballots must be made available for public inspection not later than this day
- March 20** Last day for the Village Clerk to receive personal applications for an absentee ballot from applicant or applicant's agent. Upon receiving an application, the Clerk must deliver the absentee ballot to the applicant.
Post election resolutions (of Nov., Jan. and March) in 6 places (locations listed on prior year's "certification of posting")
- March 21** ELECTION DAY, voting from noon to 9 p.m. at the Skaneateles Fire Station
Village Clerk must deliver the absentee ballots to the Board of Inspectors
- March 24** 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 (Within three (3) days after the village election)