

REQUIREMENTS AND PROCEDURES FOR NOMINATION AS A TRUSTEE OF THE ROCKWELL FALLS PUBLIC LIBRARY

On May 21, 2024, the Rockwell Falls Public Library will hold an election to fill four seats on its Board of Trustees. The vacancies have occurred due to the expiration of two trustees' terms and the resignation of two trustees during their terms. The persons receiving the first- and second-highest number of votes cast for them will be elected to the first two Trustee seats and will serve a full three-year term commencing on July 1, 2024. The persons receiving the third- and fourth-highest number of votes cast for him/her will be elected to the third and fourth Trustee seats and will serve the unexpired portion of the terms of former Trustees Patricia Lewandowski and Kathleen Mitchell (1 year remaining).

The election will be held on May 21, 2024 at the same time and in the same locations as the Annual Meeting of the Hadley-Luzerne Central School District.

An eligible District resident (see below) who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 qualified voters in the Hadley-Luzerne Central School District to the Clerk of the Hadley-Luzerne Central School District, not later than Monday, April 22, 2024. The Library also asks that you notify the Library of your candidacy by also providing copies of your Nominating Petition to the Library Manager by that date and time.

Q: Who may be nominated as a candidate for election as Member of the Board of Trustees of the Library?

A: Any person at least 18 years old who is a U.S. citizen, is a resident of the Hadley-Luzerne Central School District for at least 30 days immediately before the election, and who is not otherwise disqualified from voting under Election Law § 5-106 (a "qualified voter").

Q: How many voter signatures will be required for the petitions of the candidates for the Library's Board of Trustees?

A: The School District Clerk will require each person seeking to be nominated for a position on the Library's Board of Trustees to collect a minimum of 25 valid signatures of qualified voters on his or her nominating petition. (Education Law § 260 requires nominees to obtain the *greater* of: 25 signatures or a number of signatures equal to 2% of the total votes cast in the last Library election. The last Library election was held in May 2023 and the total number of votes cast in that election was 471). Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

Q: Who may sign a petition?

A: A petition may be signed by any qualified voter.

Q: Who may collect signatures on a nominating petition?

A: Signatures may be collected by any qualified voter.

Q: *What form is used to collect petition signatures?*

A: A form Nominating Petition is appended hereto. Candidates will need to use more than one form to secure all of the required signatures. Photocopies of the form may be used to collect signatures, but all of the signatures contained on the Nominating Petition filed with the School District Clerk must be originals.

Q: *May signatures be collected inside Library buildings?*

A: Signatures on the petitions should not be collected inside the Library. Signatures may be collected outside of the Library building and at other places in the community.

Q: *When are the nominating petitions for candidates for the Board of Trustees due to the Hadley-Luzerne Central School District?*

A: The Trustee nominating petitions must be filed with the Office of the Clerk of the Hadley-Luzerne Central School District not later than **Monday, April 22, 2024**.

Q: *How should the Nominating Petition form be filled-out?*

A: Candidates and persons collecting signatures on their behalf should be aware that strict compliance with the Education Law is required in the execution of Nominating Petitions. Accordingly, it is extremely important that nominating petitions are filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name and residential address.

Signatures are collected in the three-column table in the center of the form and may only be collected in the presence of the witness. The signatures are collected by entering the date of signature, the signer's full name (in script, although a printed name may also be added) and the signer's current residential address (which must be located in the Hadley-Luzerne Central School District). The person collecting the signatures may, on behalf of the signer, fill in the date and residence information. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate in the spaces provided prior to the submission of the petition to the Clerk. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide a copy of the Petition to the Library.

Deadline for submission is April 22, 2024 at 5 PM in the hands of the HLCS District Clerk

**NOMINATING PETITION – ROCKWELL FALLS PUBLIC LIBRARY
MEMBER OF THE BOARD OF TRUSTEES**

TO THE DISTRICT CLERK OF THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT:

I, the undersigned, do hereby state that I am a duly qualified voter of the Hadley-Luzerne Central School District, that I am entitled to vote therein, that my present place of residence is truly stated opposite my signature hereto, and I do hereby nominate the following named person as a candidate for the public office of member of the board of trustees of the Rockwell Falls Public Library (any one of 4 vacant seats, elected at-large), to be voted for at the annual district meeting to be held on May 21, 2024:

Name of Candidate	Public Office	Place of Residence
	MEMBER OF THE BOARD OF TRUSTEES OF THE ROCKWELL FALLS PUBLIC LIBRARY (for up to a three-year term)	

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

#	Date	Name (print)	Signature	Address
1				
2				
3				
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STATEMENT OF WITNESS

I, _____ (name of witness) state: I am a duly qualified voter in the State of New York and now reside in the (City, Town or Village) of _____ in New York State, at _____ (Home Address) therein. I am a registered voter in the County of _____ in New York State. I know each of the voters whose names are subscribed to this petition sheet containing _____ signatures, and each of them subscribed the same in my presence and upon so subscribing declared to me that the forgoing statement made and subscribed by him or her, was true.

Date _____ Signature of Witness _____