

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

On May 20, 2025, the Rockwell Falls Public Library will hold an election to fill two seats on its Board of Trustees. The vacancies have occurred due to the expiration of two trustees' terms. Trustees 'will serve a full three-year term commencing on July 1, 2025. The election will be held on May 20, 2025 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 HadleyLuzerne Central School District to the Clerk of the Hadley-Luzerne Central School District, not later than Monday, April 21, 2025 at 5pm. 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 on May 21, 2024 and the total number of votes cast in that election was 290). 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 no later than 5pm Monday, April 21, 2025.

***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 HadleyLuzerne 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.