

# New York State Conference of Mayors & Municipal Officials

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**Revised and Corrected Edition :: January 2013**

# Calendar of Dates

**NY  
COM**

# Annual Village Elections

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**March Election • Tuesday, March 19, 2013**  
**June Election • Tuesday, June 18, 2013**



NYCOM members may obtain more copies of the

# **2013 Calendar of Dates for Annual Village Elections (Revised & Corrected January 2013)**

by contacting the NYCOM office at:

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*This publication replaces the previous 2013 Calendar of Dates  
which was published and mailed in October 2012.*

Inquiries concerning village elections and village offices  
may be directed to the attention of:

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Revised January 2013



# The General Village Election

The village election material contained in this publication was compiled by the New York State Conference of Mayors. The dates and material are based upon current statutory provisions, including amendments through the 2012 session of the State Legislature. This *Calendar of Dates* is another example of the practical services provided by the Conference of Mayors to its members.

Peter A. Baynes  
Executive Director

**March Election ▪ Tuesday, March 19, 2013**  
**June Election ▪ Tuesday, June 18, 2013**

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## **GENERAL INFORMATION**

### ***General Election Dates***

#### **Election Law § 15-104(1)(a). General village election**

The general village election shall be held on the third Tuesday in March except in any village which presently elects, or hereafter adopts a proposition to elect, its officers on a date other than the third Tuesday in March.

### ***Saturday, Sunday and Public Holiday Dates***

#### **Election Law § 1-106. Filing of papers; when received**

1. All papers required to be filed pursuant to the provisions of this chapter shall, unless otherwise provided, be filed between the hours of 9:00 a.m. and 5:00 p.m. If the last day for filing shall fall on a Saturday, Sunday or legal holiday, the next business day shall become the last day for filing. All papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed timely filed and accepted for filing when received.

2. The failure to file any petition or certificate relating to the designation or nomination of a candidate for party position or public office or to the acceptance or declination of such designation or nomination within the time prescribed by the provisions of this chapter ***shall be a fatal defect*** [emphasis added].

## **General Construction Law § 24 Public holidays; half-holidays**

Pursuant to General Construction Law § 24, the following days are public holidays:

| <b>Public Holiday</b>   | <b>2013 Date</b>             |
|---|------------------------------|
| <b>January 1st -</b><br>New Year's Day                              | Tuesday, January 1, 2013     |
| <b>Third Monday in January -</b><br>Dr. Martin Luther King, Jr. Day | Monday, January 21, 2013     |
| <b>February 12th -</b><br>Lincoln's Birthday                        | Tuesday, February 12, 2013   |
| <b>Third Monday in February -</b><br>Washington's Birthday          | Monday, February 18, 2013    |
| <b>Last Monday in May -</b><br>Memorial Day                         | Monday, May 27, 2013         |
| <b>June 14th -</b><br>Flag Day                                      | Friday, June 14, 2013        |
| <b>July 4th -</b><br>Independence Day                               | Thursday, July 4, 2013       |
| <b>First Monday in September -</b><br>Labor Day                     | Monday, September 2, 2013    |
| <b>Second Monday in October -</b><br>Columbus Day                   | Monday, October 14, 2013     |
| <b>November 11th -</b><br>Veterans' Day                             | Monday, November 11, 2013    |
| <b>Fourth Thursday in</b><br><b>November -</b><br>Thanksgiving Day  | Thursday, November 28, 2013  |
| <b>December 25th -</b><br>Christmas Day                             | Wednesday, December 25, 2013 |

If any of these days falls on a Sunday (except Flag Day), then the holiday is celebrated the next day.

### ***Campaign Receipts and Expenditures***

#### **Title 9, New York Codes, Rules and Regulations, Subtitle V, § 6200.2**

Section 6200.2. Time for filing statements of campaign receipts and expenditures.

The statements of campaign receipts and expenditures required by §§ 14-102 and 14-104 of the Election Law shall be filed at the following times:

a) On the 32<sup>nd</sup> and 11<sup>th</sup> day before, and on the 27<sup>th</sup> day next succeeding, the election, other than a primary election, or convention to which the statement relates; if there is a contested primary election, said statements shall be filed on the 32<sup>nd</sup> and 11<sup>th</sup> day before and the 10<sup>th</sup> day next succeeding such contested primary election. If it is necessary to hold a runoff primary, a statement shall be



received on the fourth day preceding such runoff primary and on the 10<sup>th</sup> day next succeeding such runoff primary.

b) In addition to the statements required to be filed pursuant to the provisions of subdivision a) of this section, periodic statements shall be filed no later than the 15<sup>th</sup> day of January and July of each subsequent year until such time as the candidate or committee terminates activities. At such time, a final statement shall be filed particularizing campaign receipts and expenditures during the filing period. It shall also evidence a complete payment of all liabilities and the expenditure of all funds in the possession of the committee or candidate. The filing of said statement shall terminate the activities of the political committee or candidate.

c) In addition to the statements required to be filed pursuant to the provisions of subdivisions a) and b) of this section, political committees shall file periodic statements no later than the 15<sup>th</sup> day of January and July of each year from the time the statement required by section 14-118 of the Election Law is filed.

d) If, pursuant to subdivisions a) and b) of this section, a candidate or committee is required to file two statements within a period of five days, the information required to be included in each such statement may be combined in a single statement provided that the information contained in such single statement shall be segregated and identified as to the election to which it relates. Such combined statement shall be filed on the date on which the latter of the two separate statements would be required to be filed.

e) A runoff primary shall not be construed to be a separate contested primary election for the purposes of this section.

f) If a person or political committee receives or expends funds to promote such person's candidacy for a particular office and the person fails to qualify for either the primary or general election ballot, statements of receipts and expenditures shall be required to be filed pursuant to subdivision b) of this section.

g) Contributions in excess of \$1,000 received within 14 days preceding an election, pursuant to section 14-108(2) of the Election Law, are required to be reported within 24 hours of receipt. Such report shall include the name of the committee receiving such contribution, the name and residence address of the contributor, the dollar amount of the contribution and the date of the contribution. Such contributions may be reported by letter signed by the treasurer of the committee receiving the contributions or on standard campaign financial disclosure forms and may be transmitted to the proper filing officer by electronic transmission. All such contributions shall also be included on the statement required to be filed on the post-election filing next succeeding the election for which the contribution is intended.



## **MARCH VILLAGE ELECTION ▪ TUESDAY, MARCH 19, 2013**

NOTE: March village elections are held on the third Tuesday of March (see Election Law § 15-104(1)(a)).

NOTE: If the village fails to publish or post required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given (see Election Law § 15-104(5)).

**Friday, October 19, 2012** – For villages whose March elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of election a certificate setting forth each village office to be filled.

*Election Law § 4-106(2). At least five (5) months prior to the election.*

**Monday, November 19, 2012** – For villages whose March elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

*Election Law § 4-104(1). At least four (4) months prior to the election.*

**Monday, November 19, 2012** – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

*Election Law § 15-104(3)(a). At least four (4) months prior to the election.*

**Monday, November 19, 2012** – First day village clerk may accept absentee ballot applications.

*Election Law § 15-120(4). Not earlier than four (4) months prior to the election.*

**Monday, November 19, 2012** – Last day to divide village into election districts.

*Election Law § 15-110(5). At least 120 days before the election.*

**Monday, December 3, 2012**– First day that an individual may sign a party primary designating petition.

*Election Law § 15-108(9). Not earlier than six (6) weeks prior to the last day to file party primary designating petitions.*

**Friday, December 28, 2012** – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 32 days before the primary.*

**Tuesday, January 1, 2013** – First day that individuals may sign independent nominating petitions.

*Election Law § 15-108(9). Not earlier than six (6) weeks before the last day to file independent nominating petitions.*

**Monday, January 7, 2013** – First day to file party designating petitions for village primaries.

*Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.*

**Tuesday, January 8, 2013 to Tuesday, January 15, 2013** – First day political parties may publish notice of a party caucus in a newspaper (this date depends upon the date of the caucus).

*Election Law § 15-108(2)(c). Not earlier than two (2) weeks before the caucus.*

**Thursday, January 10, 2013 to Thursday, January 17, 2013** – Last day to file a declination of a party primary designation (this date depends upon the date the designating petition was filed).

*Election Law § 15-108(7)(e). Within three (3) days of filing of the designating petition.*

*NOTE: Within one (1) day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition.*

**Monday, January 14, 2013 to Tuesday, January 22, 2013** – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections (this date depends upon the scheduled date of the caucus).

*Election Law § 15-108(2)(c). At least 10 days before the scheduled caucus.*

*NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, January 12<sup>th</sup> or Sunday, January 13<sup>th</sup>, the last date to post and file is pushed to Monday, January 14<sup>th</sup>. This is also the case if the last day to post and file falls on or is extended to a public holiday. Thus, if 10 days before a scheduled caucus falls on Saturday, January 19<sup>th</sup> or Sunday, January 20<sup>th</sup>, the filing deadline is extended to Tuesday, January 22<sup>nd</sup>, since Monday, January 21<sup>st</sup> is Martin Luther King, Jr. Day.*

**Monday, January 14, 2013** – Last day to file party designating petitions for village primaries.

*Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.*

*NOTE: Upon the filing of a designating petition, the village clerk must notify via mail each individual designated. The notice must a) state the last day to decline the designation, and b) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.*

**Tuesday, January 15, 2013** – Last day to file written objections to party primary designating petitions.

*Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.*

**Thursday, January 17, 2013** – Last day for the board of trustees to adopt a resolution providing that there will not be a village registration day.

*Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.*

**Thursday, January 17, 2013** – Last day to file written specifications of objection to party primary designating petitions.

*Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objection.*

*NOTE: If an objection to a party primary designating petition is filed before January 15<sup>th</sup>, the written specifications will be due before January 17<sup>th</sup>, the exact date dependent upon the filing date of the objection. For example, if a written objection was filed on Monday, January 14<sup>th</sup>, the written specifications would be due on Wednesday, January 16<sup>th</sup>.*

**Friday, January 18, 2013** – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open from at least 12:00 noon until 9:00 p.m.

*Election Law § 15-104(3). Must be adopted at least 60 days prior to the election.*

**Friday, January 18, 2013** – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 11 days before the primary.*

**Tuesday, January 22, 2013** – Earliest date for holding a party caucus.

*Election Law § 15-108(2)(a). Not more than 56 days before the election.*

*NOTE: Party officials must either:*

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, or*

*b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

*Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus.*

*Election Law § 15-108(2)(c).*

**Thursday, January 24, 2013** – First day a certificate of party nomination may be filed.

*Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.*

**Tuesday, January 29, 2013** – Primary day in villages where party nominations are made via a primary.

*Election Law § 15-108(2)(a). Must be 49 days prior to the village election.*

*NOTE: Party officials must publish notice of the primary in at least one (1) newspaper of general circulation within the village of the primary at least once a week for two (2) weeks prior to the primary. Election Law § 15-108(2)(b).*

**Tuesday, January 29, 2013** – Last date for holding a party caucus.

*Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.*

*NOTE: Party officials must either:*

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, or*
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

*Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus.*

*Election Law § 15-108(2)(c).*

**Thursday, January 31, 2013** – Last day to file a certificate of party nomination.

*Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.*

*NOTE: If a list of caucus or primary participants is not filed with the certificate, the clerk must immediately mail notice to those who signed the certificate, stating that the list of nominations must be filed within five (5) days after the mailing of the notice. Election Law § 15-108(2)(e).*

*NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must mail notice thereof to each person. The notice must state that the last day to decline the designation or nomination, and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.*

**Friday, February 1, 2013** – Last day to file written objections to certificates of party nomination.

*Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.*

**Monday, February 4, 2013** – Last day to file a certificate of acceptance or declination of a party nomination.

*Election Law § 15-108(7)(b). Not later than 44 days prior to the election*

*NOTE: Forty-four days prior to the election is Sunday, February 3<sup>rd</sup>. When the last day to file falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.*

**Monday, February 4, 2013** – Last day to file written specifications of objection to certificates of party nomination.

*Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objection.*

*NOTE: If an objection is filed on Thursday, January 31<sup>s</sup> or Friday, February 1<sup>st</sup>, the last day to file written specifications on the objections would be on Saturday, February 2<sup>nd</sup> or Sunday, February 3<sup>rd</sup>, respectively. Pursuant to Election Law § 1-106, the last day to file is extended to Monday, February 4<sup>th</sup>.*

**Tuesday, February 5, 2013** – First day to file an independent nominating petition.

*Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.*

**Wednesday, February 6, 2013** – Last day to fill a vacancy caused by a declination of a party nomination.

*Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.*

**Thursday, February 7, 2013** – Last day for the board of trustees to appoint election inspectors.

*Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).*

**Friday, February 8, 2013** – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 10 days after the primary.*

**Sunday, February 10, 2013** – Last day for the board of trustees to adopt a resolution establishing a second registration day to be 12 days before the election.

*Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.*

**Wednesday, February 13, 2013** – Last day to file independent nominating petitions for an office to be filled at the general village election.

*Election Law § 15-108(8)(a). Not later than 35 days before the village election.*

*NOTE: 35 days before the election falls on Tuesday, February 12<sup>th</sup>. Pursuant to Election Law § 1-106, the last day to file is extended to Wednesday, February 13<sup>th</sup>, since Tuesday, February 12<sup>th</sup> is Lincoln's birthday.*

*NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline and include a state that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.*

**Thursday, February 14, 2013** – Last day to file written objections to independent nominating petitions.

*Election Law § 15-108(10)(d). Not later than one (1) day after the last date file the petition with the village clerk.*

**Friday, February 15, 2013** – For villages with two registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

*Election Law § 15-118(4). At least 20 days before the first registration day.*

**Friday, February 15, 2013** – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 32 days before the election.*

**Sunday, February 17, 2013** – For villages with only one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

*Election Law § 15-118(4). At least 20 days before the registration day.*



**Tuesday, February 19, 2013** – Last day to file written specifications of objection to independent nominating petitions.

*Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objection. Pursuant to Election Law § 1-106, because two days after the filing of the written objection falls on Saturday, February 16<sup>th</sup> and because Monday, February 18<sup>th</sup> is Washington’s Birthday, the last day to file is extended to Tuesday, February 19<sup>th</sup>.*

*NOTE: If an objection to an independent nominating petition is filed before February 14<sup>th</sup>, the written specifications will be due before February 19<sup>th</sup>, the exact date dependent upon the filing date of the objection.*

**Tuesday, February 19, 2013** – Last day to file certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

*Election Law § 15-108(8)(b). Not later than three (3) days after the last day to file the petition. Pursuant to Election Law § 1-106, because three days after the last day to file the petition falls on Saturday, February 16<sup>th</sup> and because Monday, February 18<sup>th</sup> is Washington’s Birthday, the last day to file is extended to Tuesday, February 19<sup>th</sup>.*

**Friday, February 22, 2013** – Last day to file a certificate to fill vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

*Election Law § 15-108(8)(c). Not later than three (3) days after the last day to file a certificate of declination.*

**Monday, February 25, 2013** – For villages with two registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

*Election Law § 15-118(4). At least 10 days prior to registration day.*

**Wednesday, February 27, 2013** – For villages with only one (1) registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

*Election Law § 15-118(4). At least 10 days prior to registration day.*

**Thursday, March 7, 2013** – First registration day in villages with two registration days.

*Election Law § 15-118(5). Twelve days before the general village election.*

*NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.*

**Friday, March 8, 2013** – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 11 days before the election.*

**Friday, March 8, 2013** – Last day individuals may register with the county board of elections to be eligible to vote in the village election.

*Election Law § 15-118(2). At least 10 days before the election.*

*NOTE: At least 10 days before the election is Saturday, March 9<sup>th</sup>. As County Boards of Election are closed on Saturdays, the last day to register and be eligible to vote is Friday, March 8<sup>th</sup>.*

**Saturday, March 9, 2013** – Last day for the village clerk to publish notice setting forth the 1) polling place in each district, 2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), 3) names and addresses of candidates, offices, and term nominated for, and 4) abstract of any proposition.

*Election Law §§ 15-104(3)(c) and (4). At least 10 days prior to general village election. The notice must also be posted in six (6) conspicuous places in the village and at each polling place at least one (1) day before election.*

**Saturday, March 9, 2013** – Registration day in villages with one registration day. For villages with two (2) registration days, this is the second registration day.

*Election Law § 15-118(5). Ten days prior to election.*

*NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.*

**Tuesday, March 12, 2013** – Last day for the board of elections to provide a list of registered voters to the village clerk.

*Election Law § 5-612(1). At least seven (7) days prior to general village election.*

*NOTE: The village clerk must contact the county board of elections for a list of registered voters.*

**Tuesday, March 12, 2013** – Last day for the village clerk to receive applications for absentee ballots to be mailed to a qualified voter.

*Election Law § 15-120(4). At least seven (7) days prior to election.*

**Wednesday, March 13, 2013** – Last day for the village clerk to mail absentee ballots qualified voters.

*Election Law § 15-120(5). Not later than six (6) days before the village election.*

- Sunday, March 17, 2013** – Last day to open the voting machines to inspection by the candidates or their representatives. The candidates must be notified, in writing, of the opening of the machines.  
*Election Law § 7-128(1) and (2). Must be at least two (2) days before the election.*
- Monday, March 18, 2013** – 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 or their agent named in the application.  
*Election Law § 15-120(5). Not later than one (1) day prior to the election.*
- Tuesday, March 19, 2013** – The village election.  
*Election Law § 15-104. March village elections held on the third Tuesday of March. Election Law § 15-104(a).*
- Tuesday, March 19, 2013** – Village clerk must deliver the absentee ballots to the board of inspectors.  
*Election Law § 15-120(7). On the day of the general village election. (Last day for the village clerk to receive absentee ballots in person or by mail).*
- Wednesday, March 20, 2013** – Inspectors must file a certificate of canvass of voters with the village clerk.  
*Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.*
- Wednesday, March 20, 2013** – The board of trustees must meet to canvass the election returns when a village has more than one election district.  
*Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.*
- Thursday, March 21, 2013** – The last day the clerk may, upon his or her own volition or upon the written request of any candidate, cause a recanvass of the vote cast in the village election.  
*Election Law § 15-126(3). Not later than two (2) days after the date of the election.*
- Friday, March 22, 2013** – The deadline which the clerk must notify the county board of elections of the request for recanvass.  
*Election Law § 15-126(3). Within one (1) day after receiving the written request.*

*NOTE: This is the last possible date the clerk may notify the Board of Elections of the request to recanvass. If the clerk receives the written request prior to Thursday, March 21<sup>st</sup>, he or she has one day to notify the Board of Elections.*

**Friday, March 22, 2013** – Last day for the village clerk to notify the individuals that have been elected and must take an oath of office within 30 days after they take office.

*Election Law § 15-128. Within three (3) days after the village election.*

**Monday, April 15, 2013** – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 27 days after the election.*

## **JUNE VILLAGE ELECTION ▪ TUESDAY, JUNE 18, 2013**

**Friday, January 18, 2013** – For villages whose June elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of election a certificate setting forth each village office to be filled.

*Election Law § 4-106(2). At least five (5) months prior to the election.*

**Monday, February 18, 2013** – For villages whose June elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

*Election Law § 4-104(1). At least four (4) months prior to the election.*

**Monday, February 18, 2013** – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

*Election Law § 15-104(3)(a). At least four (4) months prior to the election.*

**Monday, February 18, 2013** – First day village clerk may accept absentee ballot applications.

*Election Law § 15-120(4). Not earlier than four (4) months prior to the election.*

**Monday, February 18, 2013** – Last day to divide village into election districts.

*Election Law § 15-110(5). At least 120 days before the election.*

**Monday, March 4, 2013** – First day that an individual may sign a party primary designating petition.

*Election Law § 15-108(9). Not earlier than six (6) weeks prior to the last day to file party primary designating petitions.*

**Friday, March 29, 2013** – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 32 days before the primary.*

**Tuesday, April 2, 2013** – First day that individuals may sign independent nominating petitions.

*Election Law § 15-108(9). Not earlier than six (6) weeks before the last day to file independent nominating petitions.*

**Monday, April 8, 2013** – First day to file party designating petitions for village primaries.

*Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.*

**Thursday, April 11, 2013 to Thursday, April 18, 2013** – Last day to file a declination of a party primary designation (this date depends upon the date the designating petition was filed).

*Election Law § 15-108(7)(e). Within three (3) days of filing of the designating petition.*

*NOTE: Within one (1) day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition.*

**Monday, April 15, 2013 to Monday, April 22, 2013** – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections (this date depends upon the scheduled date of the caucus).

*Election Law § 15-108(2)(c). Notice must be filed in the offices of the village clerk and the county board of elections at least 10 days before the scheduled caucus.*

*NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, April 13<sup>th</sup> or Sunday, April 14<sup>th</sup>, then the filing deadline is extended to Monday, April 15<sup>th</sup>. If 10 days before a scheduled caucus falls on Saturday, April 20<sup>th</sup> or Sunday, April 21<sup>st</sup>, the filing deadline is extended to Monday, April 22<sup>nd</sup>.*

**Monday, April 15, 2013** – Last day to file party designating petitions for village primaries.

*Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.*

*NOTE: Upon the filing designating petition, the village clerk must notify via mail each individual designated. The notice must a) state the last day to decline the designation, and b) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.*

**Tuesday, April 16, 2013** – Last day to file written objections to party primary designating petitions.

*Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.*

**Thursday, April 18, 2012** – Last day to file written specifications of objection to party primary designating petitions.

*Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objection.*

*NOTE: If an objection to a party primary designating petition is filed before April 16<sup>th</sup>, the written specifications will be due before April 18<sup>th</sup>, the exact date dependent upon the filing date of the objection.*

**Thursday, April 18, 2013** – Last day for the board of trustees to adopt a resolution abolishing the village registration day.

*Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.*

**Friday, April 19, 2013** – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open at minimum from 12:00 noon until 9:00 p.m.

*Election Law § 15-104(3). Must be adopted at least 60 days prior to the election.*

**Friday, April 19, 2013** – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 11 days before the primary.*

**Tuesday, April 23, 2013** – Earliest date for holding a party caucus.

*Election Law § 15-108(2)(a). Not more than 56 days before the election.*

*NOTE: Party officials must either:*

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

*Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus.*

*Election Law § 15-108(2)(c).*

**Thursday, April 25, 2013** – First day a certificate of party nomination may be filed.

*Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.*

**Tuesday, April 30, 2013** – Primary day in villages where party nominations are made via a primary.

*Election Law § 15-108(2)(a). Must be 49 days prior to the village election.*

*NOTE: Party officials must publish notice in at least one newspaper of general circulation within the village of the primary at least once a week for two (2) weeks prior to the primary. Election Law § 15-108(2)(b).*

**Tuesday, April 30, 2013** – Last date for holding a party caucus.

*Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.*

*NOTE: Party officials must either:*

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

*Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus.*

*Election Law § 15-108(2)(c).*

**Thursday, May 2, 2013** – Last day to file a certificate of party nomination.

*Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.*

*NOTE: If a list of caucus or primary participants is not filed with the certificate, the clerk must immediately mail notice to those who signed the certificate, stating that the list of nominations must be filed within five (5) days after the mailing of the notice. Election Law § 15-108(2)(e).*

*NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must mail notice thereof to each person. The notice must state that the last day to decline the designation or nomination, and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.*

**Friday, May 3, 2013** – Last day to file written objections to certificates of party nomination.

*Election Law § 15-108. Not later than one (1) day after the last date to file the petition with the village clerk.*

**Monday, May 6, 2013** – Last day to file a certificate of acceptance or declination of a party nomination.

*Election Law § 15-108(7)(b). Not later than 44 days prior to the election.*

*NOTE: Forty-four days prior to the election is Sunday, May 5<sup>th</sup>. When the last day to file falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.*

**Monday, May 6, 2013** – Last day to file written specifications of objection to certificates of party nomination.

*Election Law § 15-108. Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objection.*



*NOTE: If an objection to a certificate of party nomination is filed before May 3<sup>rd</sup>, the written specifications will be due before May 6<sup>th</sup>, the exact date dependent upon the filing date of the objection.*

*NOTE: If an objection is filed on Thursday, May 2<sup>nd</sup> or Friday, May 3<sup>rd</sup>, the last day to file written specifications on the objections would be on Saturday, May 4<sup>th</sup> or Sunday, May 5<sup>th</sup> respectively. Pursuant to Election Law § 1-106, the last day to file the written specifications would be extended to Monday, May 6<sup>th</sup>.*

**Tuesday, May 7, 2013** – First day to file an independent nominating petition.

*Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.*

**Wednesday, May 8, 2013** – Last day to fill a vacancy caused by a declination of a party nomination.

*Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.*

**Thursday, May 9, 2013** – Last day for the board of trustees to appoint election inspectors.

*Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).*

**Friday, May 10, 2013** – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 10 days after the primary.*

**Sunday, May 12, 2013** – Last day for the board of trustees to adopt a resolution establishing a second registration day to be 12 days before the election.

*Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.*

**Tuesday, May 14, 2013** – Last day to file independent nominating petitions for an office to be filled at the general village election.

*Election Law § 15-108(8)(a). Not later than 35 days before the village election.*

*NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline and include a state that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.*

**Wednesday, May 15, 2013** – Last day to file written objections to independent nominating petitions.

*Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.*

**Friday, May 17, 2013** – Last day to file written specifications of objection to independent nominating petitions.

*Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objection.*

*NOTE: If an objection to an independent nominating petition is filed before May 15<sup>th</sup>, the written specifications will be due before May 17<sup>th</sup>, the exact date dependent upon the filing date of the objection.*

**Friday, May 17, 2013** – For villages with two (2) registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

*Election Law § 15-118(4). At least 20 days before the first registration day.*

**Friday, May 17, 2013** – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 32 days before the election.*

**Friday, May 17, 2013** – Last day to file certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

*Election Law § 15-108(8)(b). Not later than three (3) days after the last day to file the petition.*

**Sunday, May 19, 2013** – For villages with only one (1) registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

*Election Law § 15-118(4). At least 20 days before the registration day.*

**Monday, May 20, 2013** – Last day to file a certificate to fill vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

*Election Law § 15-108(8)(c). Not later than three (3) days after the last day to file a certificate of declination.*

**Monday, May 27, 2013** – For villages with two (2) registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

*Election Law § 15-118(4). At least 10 days prior to registration day.*

**Wednesday, May 29, 2013** – For villages with only one (1) registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

*Election Law § 15-118(4). At least 10 days prior to registration day.*

**Thursday, June 6, 2013** – First registration day in village with two (2) registration days.

*Election Law § 15-118(5). Twelve days before general village election.*

*NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.*

**Friday, June 7, 2013** – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

*Rules of the State Board of Election §§ 6200.1 & 6200.2. Must be 11 days before the election.*

**Friday, June 7, 2013** – Last day individuals may register with the county board of elections to be eligible to vote in the village election.

*Election Law § 15-118(2). At least 10 days before the election.*

*NOTE: At least 10 days before the election is Saturday, June 8<sup>th</sup>. As County Boards of Election are closed on Saturdays, the last day to register and be eligible to vote is Friday, June 7<sup>th</sup>.*

**Saturday, June 8, 2013** – Last day for the village clerk to publish notice setting forth the 1) polling place in each district, 2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), 3) names and addresses of candidates, offices, and term nominated for, and 4) abstract of any proposition.

*Election Law §§ 15-104(3)(c) and (4). At least 10 days prior to general village election. The notice must also be posted in six (6) conspicuous places in the village and at each polling place at least one (1) day before election.*

**Saturday, June 8, 2013** – Registration day in villages with one registration day. For villages with two (2) registration days, this is the second registration day.

*Election Law § 15-118(5). Ten days prior to election.*

*NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.*

**Tuesday, June 11, 2013** – Last day for the board of elections to provide a list of registered voters to the village clerk.

*Election Law § 5-612(1). At least seven (7) days prior to general village election.*

*NOTE: The village clerk must contact the county board of elections for a list of registered voters.*

**Tuesday, June 11, 2013** – Last day for the village clerk to receive applications for absentee ballots to be mailed to a qualified voter.

*Election Law § 15-120(4). At least seven (7) days prior to election.*

**Wednesday, June 12, 2013** – Last day for the village clerk to mail absentee ballots qualified voters.

*Election Law § 15-120(5). Not later than six (6) days before the village election.*

**Sunday, June 16, 2013** – Last day to open the voting machines to inspection by the candidates or their representatives. The candidates must be notified, in writing, of the opening of the machines.

*Election Law § 7-128(1) and (2). Must be at least two (2) days before the election.*

**Monday, June 17, 2013** – 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 or their agent named in the application.

*Election Law § 15-120(5). Not later than one (1) day prior to the election.*

**Tuesday, June 18, 2013** – The village election.

*By State law, general village elections are held on the third Tuesday in March. However, villages can, and many have, chosen to hold their elections on another date. The most popular date to hold village elections, other than in March, is the third Tuesday in June.*

**Tuesday, June 18, 2013** – Village clerk must deliver the absentee ballots to the board of inspectors.

*Election Law § 15-120(7). On the day of the general village election. (Last day for the village clerk to receive absentee ballots in person or by mail).*

**Wednesday, June 19, 2013** – Inspectors must file a certificate of canvass of voters with the village clerk.

*Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.*

- Wednesday, June 19, 2013** – The board of trustees must meet to canvass the election returns when a village has more than one election district.  
*Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.*
- Thursday, June 20, 2013** – The last day the clerk may, upon his or her own volition or upon the written request of any candidate, cause a recanvass of the vote cast in the village election.  
*Election Law § 15-126(3). Not later than two (2) days after the date of the election.*
- Friday, June 21, 2013** – The deadline which the clerk must notify the county board of elections of the request for recanvass.  
*Election Law § 15-126(3). Within one (1) day after receiving the written request.*  
*NOTE: This is the last possible date the clerk may notify the Board of Elections of the request to recanvass. If the clerk receives the written request prior to Thursday, June 20th, he or she has one day to notify the Board of Elections.*
- Friday, June 21, 2013** – Last day for the village clerk to notify the individuals that have been elected and must take an oath of office within 30 days after they take office.  
*Election Law § 15-128. Within three (3) days after the village election.*
- Monday, July 15, 2013** – Deadline for filing the third statement of campaign receipts and expenditures for the village election.  
*Rules of the State Board of Election §§ 6200.1 and 6200.2. Must be 27 days after the election.*