

SAMPLE CLERKS CALENDAR

FOR DISTRICTS WITH PERSONAL REGISTRATION



Activity

Completion Date

During the Organizational Meeting:

- establish the rate of compensation of workers at voting sessions
- the dates of the annual budget hearing and annual meeting/vote
- appointment of four (4) members to the Board of Registration..... July

Canvas for inspectors of elections, assistant clerks, and chief inspector of election.March

Arrange for the pickup and return of voting machines with the Board of Elections or contractorMarch

Review content of adopted legal notice for annual meeting/budget vote.....March

Request voter registration list from county(s) board of election (45 days in Advance of vote date)March

Prepare legal notice.....March

Prepare petitions for board members for distribution on first day of official Notice of Publication. Petitions shall be signed by at least twenty-five (25) qualified voters of the districts or 2% of the number of voters who voted in the previous election, whichever is greater (100 signatures small city).March

First publication of Legal Notice of School Budget Hearing and Budget Vote (Annual Meeting) dates...within 7 weeks of date set for Annual Meeting with first publication 45 days before date of Annual meeting..... *April

Second publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates April

Board of Education meeting to adopt the budget and tax report card (budget adopted at least 24 days before the vote date to meet the deadline requirements associated with the tax report card)..... April

Submit tax report card to your local newspapers and the State Education Department (24 days before the vote date) April

Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots April

Deadline for submission of petitions for nominations of Board candidates (30 days before election, 20 days in sm. city)..... **April

Inform candidates of legal requirement for candidates for election to BOE to file sworn statements of campaign expenses and distribute informational material..... April

Deadline for submission of petitions for propositions to be placed on ballot (30/60 days proceeding meeting date) **April

Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine..... April

Written notice to candidate of ballot order April

- Ensure voter registration books are in order (labeled, alphabetical, index tabs, cards should be inserted so last name appears for each card, remove voter cards of deceased and that not having voted in the stipulated time frame..... April
- Third publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates, including availability of budget..... April
- Appointment of Clerks and Inspectors of Elections, Assistant Clerks, Chief Inspector of Elections and Chairperson at a regular Board of Education meeting at least fourteen (14) days before the vote..... April
- Write letters to workers following Board appointment giving Board confirmation and schedule for upcoming vote. Include instructions/job description. April
- Prepare timesheets for workers. Bring timesheets to voting place for signature. New election workers must complete an I-9 (Immigration and Naturalization) form and W-4 form. Extra W-4 forms should be available for changes in deductions. Prepare declination forms for ERS and TRS April
- Format of ballot strip and sample ballot poster April
- Mailing of printed budget notice to all qualified voters April/May
- Receive petitions on submission due date and validate signatures. Check for required number of signatures. (All persons must sign their name and note their address. Printed signatures are not valid.) Notify candidates of the Validity of their petition. April/May
- Prepare copies of the Budget for availability upon request upon request fourteen (14) days prior to the Annual Meeting/Vote date and at each polling place seven (7) business days before Budget Hearing date April/May
- Mail or deliver absentee ballot April/May
- Prepare forms for voters, whose names do not appear in the registration books, registered voters whose cards are filled and have voted, and registered Voters whose cards are filled and have not voted. (Pre-number all forms) April/May
- Prepare paper ballot and written directions for its use. Prepare envelopes with voter affidavit (Ed Law 2019a). Obtain locked ballot box for paper ballots..... April/May
- Prepare affidavit (Ed Law 2019a) for voters whose names do not appear in the registration books, registered voters whose cards are filled and have voted, and registered voters whose cards are filled and have not voted (Pre-number all forms)..... April/May
- Prepare declaration (Ed Law 2019) for voters – who are challenged as unqualified..... April/May
- Prepare supplies needed for the day of the election: pens, pencils, string, registration forms, tally sheets, stapler, and tape, letter opener, etc April/May
- Final date for budget adoption by Board (at least 24 days prior to Budget Vote to meet deadline requirement) for the adoption of tax report card April/May
- Tax report card adopted by the Board of Education..... April/May



- Conduct voter registration with Board of Registration (Ed Law 2014) OR exercise option of voters registering during the school day...not ore than 14 days or less than 5 days before election, 4 consecutive hours between 7AM & 8PM. Board of Registration is not required to meet when the district exercises this option May
- Fourth Publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates May
- Budget Hearing (at least seven (7), but no more than fourteen (14) Days before the vote date (Annual Meeting) May
- Mail budget notice to eligible voter's ten days after the budget hearingApril/May
- Receive sworn campaign expense statements by candidates for membership on the Board of Education. These statements must be submitted to the District Clerk on the 10th day preceding the election. The second statement must be submitted to the District Clerk 20 days after the election. May
- Prepare voting machine inserts and transmit to County Board of Elections 5-6 days prior to the election. Physically examine voting machines for ballot placement and sign statement at the Board of Elections..... May
- Arrange for coverage for voter inspection five (5) days prior to the vote including Saturday, but not including Sunday May
- Arrange for meals, if any, during voting sessions..... May
- Post a listing of those residents who were given applications for absentee ballots in the Office of the District Clerk (five (5) days prior to the vote date)..... May
- Annual Meeting (Budget vote and election of Board of Education Candidates)Third Tuesday in May**

On the day of the Vote/Election :

- ❖ *Post a sample ballot*
- ❖ *Post Distance Marker signs 100 feet from the polling place stating that persons are forbidden from electioneering within a distance of 100 feet and post signs indicating where the election is taking place.*
- ❖ *Obtain key to office used by the Board of Registration for telephoning the Board of Elections*
- ❖ *Record voting results on schedule showing each machine total, verified by the Chief Inspector of Elections with the required signatures.*

- Notification in writing to successful board candidates (day after Election) May
- Election Notification to Town Clerk of persons elected as board members May
- Twenty days after election, financial statement due from board CandidatesJune
- Pull policy books and update July
- Publish annual financial report 60 days after close of the fiscal yearSeptember
- Submission of annual financial report to the Education Department no later thanSeptember 30
- Submission of annual audit to the State Education Department no later than October 1

* ***If 45 days from the date of Annual Meeting falls on a Saturday, runs first ad on the Friday preceding.***
 ** ***If 30 days from the date of the Annual Meeting falls on a Sunday, move deadline for the submission of petitions to the Monday following.***

