

SAMPLE CLERKS CALENDAR FOR DISTRICTS USING POLL LISTS



<u>Activity</u>	<u>Completion Date</u>
During the Organizational Meeting, establish the rate of compensation of workers at voting sessions and the dates of the annual budget hearing and annual meeting/vote.....	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 contractor	March
Review content of adopted legal notice for annual meeting/budget vote.	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 district or 2% of the number of voters who voted in the previous election, whichever are 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 the 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
Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots	April
Budget and tax report card adoption by the Board of Education (budget adopted at least 24 days before the budget vote to meet the deadline requirements for the adoption of the tax report card)	April
Submit tax report card to your local newspaper and the education department (24 days before vote)..	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 (10 days before election)	April
Deadline for submission of petitions for propositions to be placed on ballot (30/60 days proceeding meeting date).....	**April
Drawing by District Clerk to determine the order for listing Board candidates on ballot or voting machine	April
Written notice to candidate of ballot order	April
Third publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates, including availability of budget	April

Appointment 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 date April

Write letters to workers following Board appointment giving Board confirmation and schedule for upcoming vote. Include instructions/job description. April

Prepare time sheets 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

Prepare packet of poll list sheets for each table April

Prepare absentee ballot with all and same options as the polling place ballot..... April

Format of ballot strip and sample ballot poster. Format of poll list completed and copies made into register 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 and at each polling place fourteen (14) days before the Annual Meeting/Vote date and seven (7) business days before Budget Hearing date April/May

Mail or deliver absentee ballot 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

I.D. badges for pre-election workers 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

Prepare declaration (Ed Law 2019) for voters – who are challenged as unqualified..... April/May

Fourth Publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates May

Schedule 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 voters the day after the budget hearing..... 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 the the election. Physically examine voting machines for ballot placement..... 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

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| <p><i>On the day of the Vote/Election:</i></p> <ul style="list-style-type: none"> ❖ <i>Post a sample ballot</i> ❖ <i>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.</i> ❖ <i>Record voting results on schedule showing each machine total, verified by the Chief Inspector of Elections with the required signatures (Chief Inspector of Elections, Inspectors of Election, Assistant Clerks and the District Clerk)</i> |
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Notification in writing to successful board candidates (day after Election) May

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.