

CLARENCE FIRE DISTRICT NO. 1

FIRE DISTRICT ELECTIONS POLICY AND PROCEDURE

I. SCOPE:

The Board of Fire Commissioners, Clarence Fire District No. 1, has established policy and procedure regarding Fire District Elections pursuant to Town Law Sections 175 and 176 and Election Law 5-612. Any policy or procedure contained in this section shall be additional to any and all Fire District election law requirements contained in other Federal, State, County or Local laws.

II. OBJECTIVE:

The objective of this policy is to fulfill the Fire District's obligation to conduct fair and equitable annual election. The policy shall protect the rights of all voters and set up a standard set of rules and practices evenly applied to all voters, candidates and elected Commissioners.

III. PROCEDURES AND GUIDELINES:

- A. The Board of Fire Commissioners, at least forty (40) days prior to the Election, shall appoint a Chairperson of the Election and at least two (2) and no more than four (4) Election Inspectors/Ballot Clerks. Such appointees shall be registered voters of the Clarence Fire District No. 1, and who shall be compensated \$35.00 each for their services.
- B. The polls shall be open for balloting from 6:00 P.M. to 9:00 P.M. the second Tuesday of December each year.
- C. Candidates wishing to have their name placed on the ballot must submit a petition signed by at least twenty-five (25) qualified registered voters of the Clarence Fire District No. 1 to the Secretary of the Fire District. Such petition must be received by the Secretary at least twenty (20) days prior to the date of the Fire District Election.
- D. Per Town Law, Section 175-4, there shall be conspicuously placed, by the resident fire elector, distance makers at a distance of one-hundred feet from the polling place at least one-half hour before the opening of the polls and shall remain until such polls are closed. The one-hundred foot distance shall be measured from the entrances. While the polls are open, no person shall do any electioneering within the polling place, or in any public street within the one-hundred foot radial. No electioneering banner, button, poster or placard on behalf of or in opposition to any candidate or issue to be voted upon shall be allowed in or upon the polling place or within the one-hundred foot radius. Any person who willfully violates this Town Law shall be guilty of a misdemeanor.
- E. The room used for balloting will be used exclusively for that purpose and shall be kept free of all other activities.

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III. **PROCEDURES AND GUIDELINES:**

- F. Ballots shall be prepared (see attached sample ballot).
- G. Names of the candidates shall be listed in alphabetical order on the paper ballot. A provision shall be provided on the paper ballot for write-in candidates not appearing on the ballot.
- H. Voter qualifications are: (1) at least 18 years of age on the Fire District Election date; (2) a citizen on the United States; (3) a resident of the State of New York; (4) a resident of Erie County and Clarence Fire District No. 1 for a minimum of 30 days before the Fire District Election; and (5) registered to vote with the Erie County Board of Elections. Such registration must have taken place on or before the 23rd day before such Fire District Election.
- I. The Election Inspectors, in accordance with Erie County Board of Election guidelines, shall determine any procedural issues (not addressed in this policy).

This policy is adopted March 12, 2012 and rescinds any previous version of this policy.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1

**Official Ballot for
 Clarence Fire District No. 1 Election
 Erie County, New York
 December**

Instructions:



Mark the oval to the right of the name of your choice using pen.

The number of choices is listed for each contest. Do not mark the ballot for more choices than allowed. You do not have to vote in every race.

If you make a mistake, or want to change your vote, ask poll worker for a new ballot.

CANDIDATE A	1 FIRE COMMISSIONER 5 Year Term VOTE FOR ONE	<input type="radio"/> 1A James
	2 FIRE COMMISSIONER 3 Year Term VOTE FOR ONE	<input type="radio"/> 2A David

11 21 40 41 42 48 54