

# 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 markers 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 23<sup>rd</sup> 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

# CLARENCE FIRE DISTRICT NO. 1

10355 Main Street, P.O. Box 340

Clarence, NY 14031

Phone: (716) 759-8842

Fax: (716) 759-0641

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**LAST DAY TO FILE PETITION WITH FIRE DISTRICT SECRETARY IS NOVEMBER 22, 2017**

I, \_\_\_\_\_, residing at \_\_\_\_\_, phone \_\_\_\_\_, do hereby submit my name to be placed on the ballot for the position of Fire Commissioner of the Clarence Fire District No. 1, 10355 Main Street, Clarence, New York 14031 for a \_\_\_\_-year term vacancy, commencing on January 01, \_\_\_\_and ending on December 31, \_\_\_\_\_.

Below is a list of a minimum of twenty-five (25) qualified registered voters who reside in the Clarence Fire District. Voter qualifications are: (1) at least 18 years of age; (b) a citizen of the United States; (c) a resident of the State of New York; (d) a resident of Erie County and Clarence Fire District No. 1 for a minimum of 30 days prior the Fire District Election; and (e) registered to vote with the Erie County Board of Elections. Such registration must have taken place on or before the 23<sup>rd</sup> day before such Fire District Election (by November 20, 2017).

I, the undersigned, do hereby state that I am a duly registered voter of the Clarence Fire District, eligible to vote in the annual elections of the Clarence Fire District, Clarence, New York, and entitled to vote at the next annual election of the Clarence Fire District to be held on December 12, 2017; that my place of residence is truly stated opposite my signature hereto; and I do hereby designate the following named person as a candidate for the nomination for Commissioner of the Clarence Fire District.

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

	Date	Printed Name	Signature	Residence
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11				

	<b>Date</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Address</b>
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	<b>Date</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Address</b>
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**STATEMENT OF WITNESS**

I, \_\_\_\_\_ (name of witness), state: I am a duly qualified voter of the State of New York and I am a registered voter of the Clarence Fire District. I reside at \_\_\_\_\_ (residence address).

Each of the individuals whose names are subscribed to this petition sheet containing \_\_\_\_ (fill in number) signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this sheet.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Town \_\_\_\_\_

County \_\_\_\_\_

Witness identification information: The following information must be completed prior to filing with the Clarence Fire District Board of Elections for this petition sheet to be valid.

On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing \_\_\_\_ (fill in number) signatures, who signed it in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her was true.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature and official title of officer administering oath

Witness identification information: The above information must be completed and the witness's signature notarized prior to filing with the Clarence Fire District Board of Elections for this petition sheet to be valid.

**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.

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

11 21 40 41 42 48 54