

GARRISON UNION FREE SCHOOL DISTRICT

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Date: March, 2019
To: Candidates for Election to the Board of Education
From: Beth Murphy/District Clerk
Subject: Nominating Procedures and Election Information

Congratulations on your decision to become a candidate for election to the Board of Education of the Garrison Union Free School District. Following is information that you may find helpful as you proceed with your campaign efforts.

Candidate Qualifications

According to New York State Education Law, to qualify for membership on a school board in a union free school district, an individual:

- Must be able to read and write.
- Must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent.
- Must be and have been a resident (but need not be a taxpayer) of the district for a continuous and uninterrupted period of at least one year immediately before the election.
- May not have been removed from any school district office within the preceding year.
- May not reside with another member of the same school board as a member of the same family.
- May not be a current employee of the school board.
- May not simultaneously hold another incompatible public office.

Open Seats on the Board of Education

This year, there are two (2) board positions to which members will be elected at the Annual Meeting on Tuesday, May 21, 2019. Derek DuBois and Jill Lake currently hold the positions that will expire on June 30, 2019. The terms for the 3-year positions will commence on July 1, 2019 and expire on June 30, 2022.

Nominating Petitions

A completed nominating petition is all that is required to become an official candidate for election. Petitions are available in the District Office Monday through Friday from 8:00 a.m. to 4:00 p.m. Please contact Beth Murphy, District Clerk at 845-424-3689 ext. 224. Petitions may be copied, as desired, but only one completed petition is required to establish your candidacy.

All petitions must be signed by at least 25 qualified voters of the District and filed with the District Clerk or Deputy District Clerk no later 30 days (including Saturdays, Sundays and holidays) preceding the date of the election. The deadline for filing petitions is 5:00 p.m. on Monday, April 22, 2019.

Establishing Candidate Order on the Ballot

New York State Education Law specifies that candidates' names must be grouped together in order, as determined by the drawing of lots all together for at-large seats. The district clerk or deputy district clerk conducts the drawing "the day after the last possible date for candidates to file a petition. In the event that any candidate is not present in person or by a person designated in a written proxy to accomplish the drawing, the district clerk shall be authorized to act as proxy" (§§ 2032(2)(b); 2608(2)).

In accordance with this requirement, the drawing will be conducted at 10:00 a.m. on Tuesday, April 23, 2019, in the administrative offices of the school district. Should you or your proxy be unable to attend the drawing, you will be notified of the order of candidates' names as determined by the drawing.

Campaign Expenditures

New York State Education Law stipulates that school board candidates must file a sworn statement with both the district clerk and the commissioner of education listing their campaign expenditures if the total of the campaign expenditures on their behalf exceeds \$500. Candidates who spend \$500 or less must file a sworn statement with the district clerk indicating this to be the case. No other campaign expenditure statement is required.

You will receive a certification form for expenditures of \$500 or less following the election. In the event that you find your campaign expenditures will exceed the \$500 threshold, please contact me as soon as possible for further information on reporting requirements.

Additional Information

Attached please find a flyer from the Westchester Putnam Schools Boards Association (WPSBA) for a *Prospective School Board Member Workshop* to be held on April 11, 2019.

In addition, there will be opportunities within the district for candidates to express their views and positions in a public forum. In the past, these have included "Meet the Candidate" forums and candidate information statements in the Putnam County News and Recorder. You should look for information on candidate forums and similar opportunities as election time draws nearer. Information on published statements can be obtained by calling the Putnam County News and Recorder directly.

Should you have any questions, please feel free to contact me at 845 424-3689 ext. 224.