

**GREENFIELD FIRE DISTRICT
DISTRICT POLICY #36**

Origination Date: May 25, 2016

Revision #: 1

Effective Date: March 22, 2017

Elections Policy

PURPOSE

Pursuant to the powers granted to the Board of Fire Commissioners by New York State Law, and in the interest of fairness and orderly process, the following procedures shall remain in force and effect until amended by the Board of Fire Commissioners.

DEFINITIONS

- A. *Ballot Clerks and Election Inspectors*: shall mean those individuals designated by the Board of Fire Commissioners at the Annual Organizational meeting each January or by resolution at least 40 days prior to the election, and shall be familiar with election law, rules and regulations.
- B. *Election Chairperson*: shall mean the District Administrator/Secretary, or his/her designee as appointed by the Board of Fire Commissioners.
- C. *Polling Hours*: shall mean the hours during which the Fire District Election shall be conducted as designated by the Board of Fire Commissioners, in accordance with the regulations set forth in Town Law §171 (1).
- D. *Polling Place*: - shall mean the place (or places) designated by the Board of Fire Commissioners as the location(s) where a Fire District election is to be held and any area within 100 feet of such location as determined by the Election Chairperson.
- E. *Registered Voter*: - shall mean a resident Fire District elector who shall be registered to vote with the County Board of Elections no later than twenty-three (23) days prior to the date of the election, in accordance with New York State Town Law, § 175 a(2)(a).
- F. *Poll Watchers* - shall mean individuals, other than a candidate, who have been designated by a candidate to observe the conduct of the Election for regularity.

POLICY/PROCEDURE

- 1. The Election Chairperson shall have overall charge and supervision of all District elections and will be assisted by the Ballot Clerks and Election Inspectors. Members of the Board of Fire Commissioners shall have no interest in the conduct/supervision of the Election Committee Chair in the conduct of their duties.
- 2. A candidate who wishes to run for District office must file their names in writing with the District Administrator/Secretary at least 20 days prior to the date of the

fire district election, and must include the office and the term for which they wish to run. This District Administrator/Secretary shall review the petition for accuracy and completeness; any petitions not accurately filed shall be rejected by the District Administrator/Secretary and returned via mail to the candidate.

3. Candidates, at their discretion, may supply the District Administrator/Secretary **at the time of filing of petition**, with a brief narrative regarding their candidacy that will be placed on the Fire District website for public viewing. The narrative shall be no more than 100 words, and shall be reviewed by the District Administrator/Secretary for appropriateness prior to website posting; if rejected, the narrative shall be returned via mail to the candidate.
4. A petition shall be deemed timely filed with the District Administrator/Secretary provided that it is actually in his/her possession no later than 3:00 PM on the date so designated.
5. The District Administrator/Secretary shall prepare the ballot for the election. Names of Candidates shall be placed on the ballot in alphabetical order beginning with last name, first name, middle initial (if noted), with a space reserved for potential write-in candidates.
6. Upon the holding of an election, the Elections Chairperson shall direct the Election Inspectors and Ballot Clerks in their duties. The Election Chairperson shall also supervise the Polling Place and its environs to make sure that no Electioneering is conducted within the Polling Place or within one hundred (100') feet of same. The Election Chairperson shall cause to be placed, at least one-half hour before the opening of the polls, distance markers, at a distance of one hundred feet from the polling place. Such distance markers shall be so placed and shall remain until such polls are closed. The one hundred foot distance shall be deemed to include a one hundred foot radial measured from the entrances, designated by the Election Chairman, to the building(s) where such election is being held. 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, or within such distance in any place in a public manner. Electioneering includes, but is not limited to, the display of a banner, button, poster or placard on behalf of or in opposition to any candidate or issue to be voted upon. The decision as to whether conduct constitutes Electioneering shall be solely that of the Election Chairperson, and any activity which shall be deemed improper shall be promptly stopped or the matter shall be immediately reported by the Election Chairman to the Police. Persons should be reminded that willful violation of these Electioneering rules constitutes a crime under New York State Law Town Law §175(4). Telephone calls encouraging persons to vote for a particular candidate or ballot item shall not be made from within the polling place.
7. Poll Watchers, when permitted, may observe the election proceedings subject to the approval of the Election Chairman. Each candidate may select one individual

to act as a Poll Watcher on his/her behalf. That person must sit where directed by the Election Chairman and not communicate with anyone in the vicinity other than the Election Chairman. In the event that a Poll Watcher shall act in a manner which is inappropriate in the opinion of the Election Chairman, then that Poll Watcher must leave the Polling Place and may not be replaced.

8. At the close of polling hours, the Election Chairperson shall cause the polling place to be closed. Any registered voters then present shall be permitted to cast their ballots. After the last ballot is cast, the Election Chairperson shall then reopen the polling place so that the ballots may be canvassed publicly, the results of which shall be publicly announced. Within seventy-two hours thereafter, the Election Chairperson, Election Inspectors file a certificate of the result of the canvass with the Board of Fire Commissioners and with the Town Clerks of each town in which said District is located.