



POUGHKEEPSIE PUBLIC LIBRARY DISTRICT

TRUSTEE NOMINATION REQUIREMENTS AND PROCEDURES

This document may be amended from time to time by resolution of the Trustees. In the event of any conflict between the language of this document and New York State Legislation (L. 2016, Ch. 277, as amended), the terms of the Legislation will govern.

Trustees of the Board of Trustees of the Poughkeepsie Public Library District are elected to five year terms.

For election in 2023, the following terms are available:

Town of Poughkeepsie - 2 Trustees – 5 Year Term (1/1/2024 - 12/31/2028)
(Candidates for this position must live in the Town of Poughkeepsie)

City of Poughkeepsie - 1 Trustee – 5 Year Term (1/1/2024 - 12/31/2028)
(Candidates for this position must live in the City of Poughkeepsie)

A. Nominating Petitions - Form, Content, and Filing Requirements

1. Signature requirements

An eligible District resident who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 25 registered voters in the City of Poughkeepsie if the vacancy arises for a candidate from the City, or at least 25 registered voters in the Town of Poughkeepsie if the vacancy arises for a candidate from the Town.

Candidates will be encouraged to get as many signatures as possible to avoid being disqualified if a signature is invalid.

2. Trustee Qualifications

To serve as a Trustee, candidates must be at least 18 years of age, a resident of the City or Town of Poughkeepsie, and a registered voter. They must maintain a permanent residence in the City of Poughkeepsie to serve in the seat designated for a City resident, or in the Town of Poughkeepsie, to serve in the seat designated for Town resident.

3. Form of Nominating Petition.

Petitions are available at Adriance Memorial Library (93 Market Street) and at the Boardman Road Branch Library (141 Boardman Road) and on the Library District's web site at www.poklib.org. They will continue to be made available when there are Trustee vacancies.

A separate petition shall be required to nominate each candidate for a vacancy on the board.

The nominating petitions must be in substantially the same form as the attached. Candidates will need to use more than one form to secure all of the required signatures. The signatures contained on the Nominating Petition filed with the Secretary of the Board of Trustees must be originals.

Nominating petitions should be filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name, address of his or her residence.

Signatures may only be collected in the presence of the witness and may only be collected from April 18, 2023 to May 30, 2023. The signatures are collected by entering the signer's full name and signature, the date signed, and current residential address.

The person collecting the signatures may, on behalf of the signer, fill in the date and residential address. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate prior to the submission of the petition to the Secretary. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide the Petitions to the office of the Secretary of the Board of Trustees.

4. Filing Requirements

Nominating petitions are to be filed with the Secretary of the Board of Trustees of the Poughkeepsie Public Library District (or designee), between the hours of 9:00 a.m. and 5:00 p.m. on weekdays, between May 23, 2023 and May 30, 2023, the dates when independent nominating petitions are due to be filed with the County Board of Elections. **Trustee Nominating Petitions are to be filed in the Administrative Office at Adriance Memorial Library (3rd Floor), 93 Market Street, Poughkeepsie.**

Nominating petitions to fill a vacancy caused by the declination or disqualification of a candidate shall be filed not later than the fourth day after the last day to decline.

5. Vacancies

As stated in Bill S07785-A: "Vacancies caused by resignation, removal, death, or inability to serve shall be filled by appointment by the board of trustees of the district until the next general election, at which time the vacancy shall be filled by election for the remaining portion of the term."

B. Determination of Validity

The Secretary of the Board of Trustees of the Poughkeepsie Public Library District shall have the ministerial duty of determining the validity of nominating petitions, based on these procedural guidelines and any other further guidelines adopted by the Board of Trustees.

As soon as practicable after receipt of nominating petitions, but no later than ten days thereafter, except in the case where timely objections are filed, the Secretary shall notify the candidates whether the nominating petitions have been accepted or declined.

The Secretary will send all candidates a Notice stating whether the nominating petitions have been accepted or rejected. If accepted by the Secretary, the Notice must state the last day to accept or decline such designation or nomination.

If Objections are filed, the Secretary of the Board of Trustees will notify the candidate(s) and the objector(s) in accordance with the procedures in Part C below.

C. Objection Procedures

1. Any nominating petition that is timely filed in the appropriate location will be presumed to be valid if it contains the required number of signatures and is in the proper form.
2. Any eligible voter may submit written objections to any nominating petition, provided the objections are filed with the Secretary of the Board of Trustees within three calendar days of the filing of the nominating petition that is the subject of the objections. Within six calendar days following the filing of the objections, the objector must file specifications of the grounds of the objections. If specifications are not timely filed, the objections shall be null and void.
3. A determination as to the merits of the objections will be made within ten business days following the filing of specifications, or as soon as practicable thereafter.
4. The Secretary of the Board of Trustees will send the Board's determination as to the objections to the candidate and to the objector, along with notification whether the nominating petitions that are the subject of the objections, have been accepted or rejected.

D. Certification

On or before 40 days prior to the November 7, 2023 general election (September 28, 2023), or any other alternate date designated by the Dutchess County Board of Elections, the Secretary of the Board of Trustees will send a Certification to the Board of Elections with the names of the candidates, and the positions for which they will be elected. The Board of Elections will determine the order in which they will appear through their usual procedures.

E. Elections

As stated in Bill S07785A: "Election of trustees shall take place on the same day and ballot as the general election as administered by the board of elections with the results of said election being certified by the board of elections."

Draft: January 30, 2023