

## VOTING PROCEDURES IN SCHOOL ELECTIONS

### ABSENTEE BALLOTS

#### *Application for Ballots*

Absentee ballots, including application forms, will be sent by the district clerk to qualified voters wishing to vote by absentee ballot, upon request, via first class or certified mail. Qualified voters may request an absentee ballot by sending a letter, signed by them, to the office of the district clerk at least seven (7) days prior to the date of the school election. The letter must state the address where the voter resides and the address, if different, to which the absentee ballot should be mailed.

A voter who claims permanent illness or physical disability may apply for an absentee ballot and the right to receive an absentee ballot for each election thereafter without further application by filing an application containing a statement setting forth the particulars of his or her permanent illness or disability with the Wayne or Monroe County Board of Elections. The names of such voters shall then appear on the list of "permanently disabled registered voters" from the Board of Elections. The district clerk shall make a request to the post office that absentee ballots mailed to persons on the list of permanently disabled registered voters which cannot be delivered as addressed are returned to the district clerk within five (5) business days.

If the district clerk determines that any applicant does not qualify to vote by absentee ballot, the applicant shall be informed by first class mail of such determination and the reasons therefor. Unresolved applications shall be reviewed by the school attorney.

#### **Submitting and Casting Ballots**

The names of persons who have received absentee ballots will be posted prior to the school election and at the polling place as required by State Education Law. Absentee ballots mailed by voters must be filed with the district clerk no later than 5:00 p.m. on the day of the school election. The envelopes shall be delivered by the district clerk to the election inspectors and will be verified and included in the canvas of voters.

The names of persons who submitted absentee ballots shall be added to the poll list by the election inspectors. After the polls close, the election inspectors shall examine the absentee ballot envelopes to determine if they are valid, in accordance with State Education Law.

To ensure the absentee voter's anonymity, the inspectors will withdraw each valid ballot from the envelope without unfolding it and deposit it in a ballot box. After all ballot envelopes are opened in the same fashion, the ballots will be mixed in the ballot box, which will then be opened and the ballots withdrawn in random order and canvassed.

The election inspectors shall submit a report to the district clerk showing the total numbers of envelopes opened, of envelopes with ballots missing, and of absentee ballots deposited by inspectors in the ballot box. The absentee ballot votes shall be added to the total tally of votes recorded on the voting machines.

**POLICY ADOPTED:** July 24, 1996  
**REVISED:** January 19, 2000

**WAYNE CENTRAL SCHOOL DISTRICT**  
Ontario Center, New York 14520

(continued)

**VOTING PROCEDURES IN SCHOOL ELECTIONS (continued)**

**Challenges**

Before the date of the election, any qualified voter may file a written challenge, stating the reasons therefor, with the District (or Deputy District) Clerk, of the voting qualifications of any person officially listed as seeking an absentee ballot. The District Clerk shall deliver these written challenges to the election inspectors on the day of the school election.

Any qualified voter of the school district may also challenge the acceptance of the absentee ballot of any persons officially listed as having applied for an absentee ballot. Such challenge and the reasons therefor should be submitted in writing to the election inspectors on the day of the vote before the polls close.

After the polls close, the election inspectors, by majority vote, shall make a determination on any challenged absentee ballot as required by State Education Law.