

Filing Your Petitions

These are the rules for filing your petitions from the NYS Board of Elections.

§6215.1 Rules for filing designating and nominating petitions.

- a. The sheets of a petition shall be numbered sequentially at the foot of each sheet.
- b. All petitions containing ten or more sheets shall be accompanied by a cover sheet.
- c. Any two or more petition sheets shall be securely fastened together by any means which will hold the pages together in numerical order.
 1. The easiest way to do this is to get a double hole punch, punch the double holes at the top of the petitions and then fasten them together with a prong fastener as shown below



- d. Petition sheets may be fastened together to form one or more volumes.
- e. Individual volumes of a petition shall be filed in the following manner:
 1. **After preparing the bound petitions, the Library delivers the petitions to your local Town Clerk.**
 2. **Also provide a copy of the library board resolution authorizing the vote.**

§6215.2 Cover Sheets

- a. A cover sheet shall contain the following information:
 1. **The name of the ballot initiative (_____ Library Budget Proposal).**
 2. **The actual proposal:**

"SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF _____ FOR THE OPERATING BUDGET OF THE _____ LIBRARY BE INCREASED BY NINETY NINE THOUSAND, SEVEN HUNDRED AND TWENTY DOLLARS (\$99,720) TO THE SUM OF SIX HUNDRED AND NINETY NINE THOUSAND DOLLARS (\$699,000) ANNUALLY?"
 3. **Address of the Library**
 4. **Volume Number Designation (typically you will only have one volume)**
 5. **Total Number of Volumes in Petition (typically you will only have one volume)**
 6. **The following language:**
 - a. **The petition contains the number, or in excess of the number, of valid signatures required by State Education Law.**
 7. **Contact Person to Correct Deficiencies (this should be the President of your board—as long as she or he lives in the service area—or a board officer who does live in the service area)**
 - a. **Name**

- b. **Address**
 - c. **Phone**
 - d. **Fax (if you want notice sent by face)**
8. **The following language:**
- a. **I hereby authorize that notice of any determination made by the Board of Elections be transmitted to the person named above.**
 - b. **Signature of Board President**

Cover Letter to Town Clerk

It is essential for you to also submit a letter to the Town Clerk asking her or him to submit the proposal on the library's behalf to the local board of elections.

Here is a sample of a letter which can also be found in Inch by Inch

August 1, 1995

Ms. Susan Adams
Town Clerk
Town of Weston
Town Hall
Weston, New York 11111

Dear Ms. Adams:

Enclosed please find a certified copy of a resolution adopted by the Board of Trustees of the Weston Town Library together with an original petition consisting of 49 pages and containing 473 signatures asking that the following question be placed on the ballot and voted on at the next general of the Town of Weston:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF WESTON FOR THE OPERATING BUDGET OF THE WESTON TOWN LIBRARY BE INCREASED BY TWELVE THOUSAND (\$12,000.00) DOLLARS TO THE SUM OF TWO HUNDRED THOUSAND (\$200,000.00) DOLLARS ANNUALLY.

Pursuant to NYS. Election §4-108, please transmit a certified copy of the text of this ballot proposal and a statement of the form in which it is to be submitted to each appropriate Board of Elections within the time limits set forth by law.

Please note that pursuant to NYS. Education Law §259(1), "due public notice" of this proposed action must be given prior to the election.

Thank you for your assistance. If we need to do anything further to place this question before the voters at the next general election, please advise.

Very truly yours,
Kathleen Baker

(NOTE: THIS SAMPLE LETTER IS FOR USE WHEN SUBMITTING A BUDGET VOTE TO THE VOTERS OF A TOWN. IN OTHER MUNICIPALITIES, THIS LETTER WOULD BE ADDRESSED TO THE APPROPRIATE MUNICIPAL OFFICIAL)