

The information provided does not constitute legal or election advice. If you have any specific questions relating to the qualifying process, please contact the State Board of Elections at (518) 473-5086 or consult an attorney. Also visit the State Board of Election's website on candidate qualifying for more information.

<http://www.elections.ny.gov/RunningOffice.html>

PARTY CAUCUS

Party Name

(Participants sign in sheet)

Caucus Date

Signature	Address	City & State
		Port Chester, NY 10573
		Port Chester, NY 10573
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Party Name

(Participants sign in sheet)

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CERTIFICATE OF NOMINATION VILLAGE OF PORT CHESTER

Village Clerk's Office
222 Grace Church Street
Port Chester, NY

We, the undersigned, Presiding Officer and Secretary of the _____
Caucus for the Village of Port Chester, New York, do hereby certify that at a meeting of said caucus held
in the Village of Port Chester, New York on _____, 20____, the following person(s) was/were
duly nominated for the public office stated, by a majority of the members present:

TITLE OF OFFICE	NAME OF PARTY	NAME OF CANDIDATE	RESIDENCE OF CANDIDATE

WE ALSO CERTIFY THE FOLLOWING NAME PERSONS:

_____ residing at _____
 _____ residing at _____
 _____ residing at _____

were appointed at said meeting of caucus of the Village of Port Chester, County of Westchester, New York,
as the Committee to fill Vacancies in the nomination made, as prescribed by Section 15-108 of the Election
Law.

Signed and dated this _____ day
of _____, 20 ____
at Port Chester, New York

Presiding Officer

Secretary

Certificate Of Acceptance By Candidates
(Sections 6-146, Election Law)

Name of Candidate/Designee/Nominee: _____

Title of Office: _____

Political Subdivision
and District (if any): _____

Party or Independent Body Making
Designation/Nomination: _____

Address of Candidate/Designee/Nominee: _____

Election Type: (select One) Primary General Special

Date of Election: _____

I, the above named Candidate/Designee/Nominee for the office identified, do ACCEPT and CONSENT to the designation/nomination, for the party or independent body identified above, at the election stated above.

Date: _____ Signature: _____

State of New York:

County of: _____ ss:

On this _____ day of _____, 20____, before me personally appeared _____, to me known and known to me to be the individual described therein, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

Notary Public

CERTIFICATE OF AUTHORIZATION

(Section 6-120, Election Law)

We, _____ and _____
(Presiding Officer) (Secretary)

Presiding Officer and Secretary of the meeting of the _____ Party
of _____, DO HEREBY CERTIFY THAT: at a meeting of the
(Political Subdivision)

_____ Committee of the _____, Party
(Political Subdivision)

held on the ____ day of _____, 20____, a quorum being present, said committee, by
majority vote of the members present, did consent and authorize the nomination/designation of

_____ residing at _____
(Name of Candidate) (Place of Residence)

_____ for the office of _____ as

a candidate of the _____ Party for public office indicated, at the

_____ Election to be held on _____
(Special/Primary/General) (Date of Election)

Said nomination/designation is authorized pursuant to the provisions of Section 6-120 of
the New York State Election Law.

IN WITNESS WHERE OF, we have set our hands this ____ day of _____,
20____.

Presiding Officer

Secretary

On this _____ day of _____, 20____ before me personally came

_____ and _____
to me known and known to me to be the persons described in and who executed the foregoing
instrument and he/she duly acknowledged to me that he/she executed the same.

Notary Public

CERTIFICATE OF DECLINATION

(Section 6-146, Election Law)

I, _____, residing at
(Candidate's Name)

(Address)

having been designated/nominated by the _____
(Name of Party)

Party, as a candidate for the office of _____
(Title of Office and Political Subdivision)

_____ district, at a _____
(District Number if any) (Special/Primary/General)

election to be held on _____, 20____,

do hereby DECLINE such designation/nomination.

(Date)

(Signature of Candidate)

State of New York :

County of _____ : ss:

On this _____ day of _____, 20____, before me personally appeared _____, to me known and known to me to be the individual described therein, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

Notary Public

(Sample Prepared by State Board of Elections)

CERTIFICATE OF SUBSTITUTION BY PARTY COMMITTEE AFTER DECLINATION, DEATH OR DISQUALIFICATION

(Section 6-148, Election Law)

WHEREAS, there exists a vacancy in the nomination for the office of _____ in
(title of office and political subdivision)
the _____ district by the _____ Party caused by the
(district number if any) (name of party)
declination/death/disqualification of _____.
(name of original candidate)

THEREFORE, WE, the undersigned, Presiding Officer and Secretary at a meeting at which there was a quorum of
the _____ Party committee members last elected in the _____
(name of party) (political subdivision)
(or members of such other committee as the rules of the party may provide), do hereby certify that the following named individual
was nominated to fill the above mentioned vacancy by a majority of the committee members present at said meeting:

Name of new candidate: _____
Place of residence: _____
_____ DATE: _____

Signature of Presiding Officer Secretary

AFFIDAVIT

We, the undersigned, hereby affirm that we were the Presiding Officer and Secretary at the committee meeting referred to in the above certificate and that the statements in such certificate are true:

Presiding Officer Secretary

Sworn to before me this _____
day of _____, 20__

Notary Public

CONSENT BY SUBSTITUTED CANDIDATE

I, _____ hereby accept the above nomination of the _____
(name of substituted candidate) (name of political party)
Party, for the office of _____,
(Title of Office & Political Subdivision) (district #, if any)

Signature of Candidate

On this ____ day of _____, 20 ____, before me personally appeared _____
to me known and known to me to be the individual described in, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

Notary Public

**COMMITTEE REGISTRATION
TREASURER AND BANK INFORMATION**

NEW YORK STATE BOARD OF ELECTIONS

Section 14-118 of NYS Election Law

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

New Registration Amended Registration* (provide Filer ID#): _____

For State Campaign For Local Campaign (provide County): _____

* For sections being amended, also check applicable box(es) on the left and complete the form in full.

A. COMMITTEE NAME: _____

For Acronyms (see instructions): _____

B. COMMITTEE TYPE (see instructions): _____

C. TREASURER:

Full Name _____

Residential Address (no P.O. Box) _____

Mailing Address (P.O. Box allowed) _____

Social Security Number ____/____/____ E-mail Address _____

Telephone: Home _____ Business _____ Cell _____

D. DEPOSITORY/BANK:

Name _____

Address _____

E. CANDIDATE(S) TO BE SUPPORTED OR OPPOSED (Attach additional sheets if necessary):

	ELECTION YEAR	OFFICE/DISTRICT	CANDIDATE FULL NAME	SUPPORT/OPOSE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

F. BALLOT ISSUE(S) (Attach additional sheets if necessary):

SUPPORT/OPOSE

1. _____

2. _____

G. PERSON(S) OTHER THAN TREASURER AUTHORIZED TO SIGN CHECKS:

Full Name 1. _____ 2. _____

Res. Address _____

Phone Number _____

Signature _____

The above information is true to the best of my knowledge and belief

Signature of Treasurer

Date

FORM CF-02 INSTRUCTIONS

A POLITICAL COMMITTEE MUST:

- File this form within five days of choosing a treasurer and depository **and** prior to receiving or expending any funds.
- Complete this form and provide original signature(s) in ink. Copies of signatures, including those on faxes, PDFs or other electronic files are not acceptable.
- File this form at each appropriate board of elections where the candidates, committees and/or ballot proposition(s) being supported or opposed by your committee are required to file their campaign financial disclosure reports.

New Registration: If registering a new committee, check this box. A Filer ID# may be assigned to the committee by the board of elections where you are filing this form, and should be used on all documents and correspondence to the appropriate board(s).

Amended Registration: For an existing committee if any information previously filed has changed, other than the election year, check this box. A fully completed amended registration must be filed within two days of any change. Provide Filer ID# that was assigned by the board of elections where this form was originally filed. State and county boards of elections Filer ID#s may be different.

For State Campaign: For committees supporting or opposing candidates for New York State Governor, Lt. Governor, State Comptroller, State Attorney General, State Senate, State Assembly and State Supreme Court, as well as those supporting or opposing statewide ballot propositions, check this box. These committees must file this form and the required financial disclosure reports with the New York State Board of Elections (NYSBOE).

For Local Campaign: For all other offices and local ballot propositions, check this box and list the county name where the local office is being sought or the ballot proposition is appearing. Committees supporting or opposing such candidates or ballot propositions must file with the appropriate local board of elections or village clerk where the village clerk runs the election. Any committee that files with a local board of elections and that raises or spends or expects to raise or spend more than \$1,000 in a calendar year must also file an original of this form and the required financial disclosure reports with the NYSBOE.

Candidates should not file this form unless they are the treasurer of the committee in question. Candidates filing their own campaign financial disclosure reports should contact the appropriate board(s) of elections to obtain Filer ID#s and PINs, where applicable.

Item A: Enter the name of the committee. If an acronym is used in the name of the committee (e.g. "NYSBOE" = "New York State Board of Elections"), please also spell out the acronym in the space provided.

Item B: Committee Type: Select one of the following types (Consult the NYSBOE Campaign Finance Handbook or www.elections.state.ny.us for clarification):

1	Authorized Single Candidate Committee*	6	Party State Committee
2	Political Action Committee (PAC)	6H	Party State Housekeeping Committee
3	Constituted County Committee	7	Duly Constituted Sub-Committee of a County Committee**
3H	Constituted County Housekeeping Committee	7H	Duly Constituted Sub-Committee of a County Committee-Housekeeping**
4	Party County Committee	9	Others (e.g. Multi-Candidate Committee or Unauthorized Committees)
4H	Party County Housekeeping Committee	9B	Ballot Issue
5	Constituted State Committee		
5H	Constituted State Housekeeping Committee		

* The candidate has affirmatively acknowledged that the committee will be raising and spending money on his/her behalf (e.g. Friends of John Doe).

** For committee types 7 and 7H, indicate political subdivision by adding T for Town, C for City, V for Village (e.g. 7T or 7HT). For the City of New York also include the Assembly District number.

Item C: Social Security number is optional.

Item D: Your account must be opened at a banking organization authorized to do business in New York State. The branch where the account is opened and held must be physically located in New York State.

Items E & F: These sections should only be completed by committees that engage in campaign activity in support of or in opposition to a candidate or ballot issue. It should not be completed by a committee that only makes contributions to candidates or their committees (e.g. PACs). **Note:** A **Committee Authorization Status** form (CF-03) must be filed for all candidates listed in Section E.

COMMITTEE AUTHORIZATION STATUS

NEW YORK STATE BOARD OF ELECTIONS
Section 14-112 of NYS Election Law

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

Please check one: New Form Amended Form (provide Filer ID#): _____

NAME OF COMMITTEE: _____

For Acronyms (see instructions): _____

A. List in this section those candidates who **have authorized** your committee to aid or take part in their election or nomination (other than by making contributions). Provide name, office and district. (Attach additional sheets if necessary.)

1. Date of Election: _____ Office/ District: _____

Candidate's Full Name: _____

Candidate's Address: _____

2. Date of Election: _____ Office/ District: _____

Candidate's Full Name: _____

Candidate's Address: _____

3. Date of Election: _____ Office/ District: _____

Candidate's Full Name: _____

Candidate's Address: _____

B. List those candidates for whom your committee is aiding or taking part in their election or nomination (other than by making contributions) but who **have not authorized** your committee to do so. (Attach additional sheets if necessary.)

1. Date of Election: _____ Office/ District: _____

Candidate's Full Name: _____

2. Date of Election: _____ Office/ District: _____

Candidate's Full Name: _____

3. Date of Election: _____ Office/ District: _____

Candidate's Full Name: _____

VERIFICATION STATEMENT BY TREASURER

I _____, being duly sworn, depose and say that the information provided on this form is complete, true and correct.
(Print Full Name of Treasurer)

Sworn to before me this _____ day

Signature of Committee Treasurer

of _____, 20 ____

Residential Address

(Notary Public or Commissioner of Deeds)

Contact Phone Number

FORM CF-03 INSTRUCTIONS

This form must contain original signature(s) in ink and be notarized or subscribed to. Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.

- All committees that are taking part in the campaign of any candidate by making direct expenditures on the candidate's behalf must complete this form. It should be filed together with the Committee Registration/Treasurer and Bank Information form (CF-02).
- Enter the name of the committee. If an acronym is used in the name of the committee (e.g. "NYSBOE" = "New York State Board of Elections"), please also spell out the acronym in the space provided.

Section A: List candidate(s), including residential address(es), who have authorized you to be a committee for their campaign. This means the candidate(s) have affirmatively acknowledged to you that your committee is authorized to aid or take part in their campaign, which includes raising and spending money on their behalf. The **authorization is determined by the candidate(s), not the committee.** The mere fact that the candidate (s) know that your committee is conducting activity relative to their campaign does not constitute authorization.

Note: The candidate(s) listed in this section may need to file the Candidate's Authorization for a Committee to Make Campaign Financial Disclosures form (CF-16). See form CF-16 for clarification.

Section B: List candidate(s) who have **not authorized** your committee to aid or take part in their campaign as explained above. Residential address(es) are not required.

- If your committee aids or takes part in the election or nomination of candidates **only by making contributions** and does not otherwise aid or take part in their campaign through direct expenditures, then you **do not** file this form (e.g. PAC's do not file this form).
- This form is required to be filed prior to the first election to which it relates and will remain in effect for each subsequent election. However, if any information provided on this form changes, other than the year of election, then you must file an amended form.

CF-16

CANDIDATE'S AUTHORIZATION FOR A COMMITTEE TO MAKE CAMPAIGN FINANCIAL DISCLOSURES

NEW YORK STATE BOARD OF ELECTIONS
Section 14-104 of NYS Election Law

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

New Form

Amended Form

OFFICE: _____ DISTRICT: _____

CANDIDATE'S FULL NAME: _____

CANDIDATE'S ADDRESS:

Residential (no P.O. Box) _____

Mailing (P.O. Box allowed) _____

CANDIDATE'S COUNTY: _____

SOCIAL SECURITY NUMBER: _____ / _____ / _____ E-MAIL ADDRESS: _____

TELEPHONE:

Home _____ Business _____ Cell _____

I SWEAR OR AFFIRM THAT:

- 1) I am a candidate for the office as stated above, and
- 2) All financial activity related to my campaign, including my own, will be disclosed by an authorized committee, which will file on my behalf.

NAME OF AUTHORIZED COMMITTEE: _____

TREASURER'S NAME: _____

TREASURER'S RESIDENTIAL ADDRESS: _____

Sworn to before me, this _____ day

of _____, 20_____

(Notary Public or Commissioner of Deeds)

(Signature of Candidate)

FORM CF-16 INSTRUCTIONS

This form must contain original signatures in ink and be notarized or subscribed to. Copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable.

CANDIDATES FOR PUBLIC OFFICE OR PARTY POSITION MAY BE REQUIRED TO FILE THIS FORM.

FILE THIS FORM IF:

You are a candidate with an authorized committee that will make all of the candidate's required campaign financial disclosure filings. These filings would include all the financial activity of the campaign, including the financial activity of the candidate.

DO NOT FILE THIS FORM IF:

- 1) You are a candidate with an authorized committee and you have additional financial activity not reported by your committee: Candidates with an authorized committee that have, or plan on having, any financial activity that will not be disclosed by the committee are required to disclose this other financial activity by filing financial disclosure reports on the required filing dates. These reports would be in addition to the committee's reports.
- 2) You are a candidate without a committee: Candidates that do not have an authorized committee are required to disclose all the financial activity of the campaign by filing disclosure reports on the required filing dates.

WHEN COMPLETING THIS FORM, THE CANDIDATE MUST:

- Provide the office sought, district # (if applicable), candidate's full name, residential address (no P.O. Boxes allowed), county, and telephone number(s).
- Provide an original signature (copies of signatures, including those on faxes, PDFs, or other electronic files, are not acceptable).
- Have this form notarized, or subscribed to by a commissioner of deeds.
- File this form at least 32 days prior to the first election to which it relates.
- Provide additional sheets if this form does not provide enough spaces for the candidate information.
- File an amended CF-16 any time information on the original form changes, other than an election year.

Note: The optional mailing address may include a P.O. Box . E-mail address, Social Security number, cell and business telephone numbers are optional.

WHERE TO FILE THIS FORM:

- Candidates for statewide office, NYS Senate/Assembly, Supreme Court Justice, and certain party offices: File this form with the New York State Board of Elections (NYSBOE).
 - Local candidates (all other offices/party positions): File this form with the applicable city or county board of elections. In addition, file an original of this form with NYSBOE if your authorized committee plans to raise or spend more than \$1,000 in a calendar year.
 - Village candidates: File this form with the village clerk unless the county board is running the village election. If so, file with the county board of elections, and also file an original of this form with NYSBOE if your authorized committee plans to raise or spend more than \$1,000 in a calendar year.
-

ADDITIONAL INFORMATION:

- If the committee named by the candidate on this form (1) does not register by filing the CF-02 form, and (2) does not then file the required disclosure reports, the candidate will be responsible for filing the reports.
- The committee identified on this form must file the CF-03 form in order to complete the authorization process.

STATE OF NEW YORK BOARD OF ELECTIONS DISCLOSURE STATEMENT ---- COVER PAGE

ELECTION YEAR	FILER ID	STATEMENT NUMBER FROM BELOW**	STATEMENT PERIOD DATES FROM / / TO / /	DATE FILED (FOR BOARD USE ONLY)
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IDENTIFICATION

YOU MUST TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK

Full name of filer (candidate or committee name)

Mailing address of filer - number and street

City State Zip

Check box if mailing address has changed since last report
 [file amended CF-02, CF-03, CF-16 as necessary]

Committee treasurer name (Last) (First)

Is this committee authorized by the candidate? Yes No

OFFICE/DISTRICT/CANDIDATE BEING SUPPORTED

STATEMENT IS BEING FILED BY:

- | | |
|--|--|
| <input type="checkbox"/> Candidate | <input type="checkbox"/> Political Committee * |
| <input type="checkbox"/> Party Committee | <input type="checkbox"/> Constituted Committee |
| <input type="checkbox"/> Housekeeping Account
(For Party/Constituted Committees only) | <input type="checkbox"/> PAC |

* For Authorized or Unauthorized single or multi-candidate committee and for Ballot Issues.

TYPE OF REPORT

**CHECK ONE BOX AND INDICATE STATEMENT NUMBER ABOVE

- | | |
|--|---|
| 1. <input type="checkbox"/> 32 day Pre Primary | 7. <input type="checkbox"/> 32 day Pre Special |
| 2. <input type="checkbox"/> 11 day Pre Primary | 8. <input type="checkbox"/> 11 day Pre Special |
| 3. <input type="checkbox"/> 10 day Post Primary*** | 9. <input type="checkbox"/> 27 day Post Special*** |
| 4. <input type="checkbox"/> 32 day Pre General | 10. <input type="checkbox"/> Periodic Jan. 15, 20__ |
| 5. <input type="checkbox"/> 11 day Pre General | 11. <input type="checkbox"/> Periodic July 15, 20__ |
| 6. <input type="checkbox"/> 27 day Post General*** | 12. <input type="checkbox"/> 24 hour notice |
| | 13. <input type="checkbox"/> Off-Cycle |

*** Campaign material or a disclaimer must be submitted with Post Election statements.

- See Attached No Campaign Material Produced
- Termination Report (you can not terminate if any funds or debts remain)
- Amendment Report Date of original report ____/____/____
- Treasurer Resignation Report: Copy of letter of resignation attached.

I state that the information contained in this statement is in all respects true and complete to the best of my knowledge, information and belief.

VERIFICATION

Name - Print or type

Signature **(must be original in blue or black ink only.)**

Title

Date Signed Phone number

ANY FALSE INFORMATION IN THIS STATEMENT MAY BE A CLASS A MISDEMEANOR, PUNISHABLE BY A FINE AND/OR UP TO ONE YEAR IMPRISONMENT, PURSUANT TO SECTION 210.45 OF THE PENAL LAW. FOR FURTHER INFORMATION, CONTACT THE NEW YORK STATE BOARD OF ELECTIONS OR YOUR COUNTY BOARD OF ELECTIONS.

STATEMENT INVENTORY

		Number of Pages Amended	Schedules
Individuals/Partnership Contributions (Sch. A)			
Corporate Contributions (Sch. B)			
All Other Contributions (Sch. C)			
In-Kind Contributions/Other Receipts (Sch. D/E)	/	/	
Expenditure Payments (Sch. F)			
Transfers In/Out (Sch. G/H)	/	/	
Loans Received/Paid (Sch. I/J)	/	/	
Liabilities/Loans Forgiven (Sch. K)			
Expenditures Refunds/Contributions Refunded (Sch. L/M)	/	/	
Outstanding Liabilities (Sch. N)			
Partners/Subcontracts (Sch. O)			
Housekeeping Receipts (Sch. P)			
Housekeeping Expenses (Sch. Q)			
Summary/Status Report	/	/	

IN-LIEU-OF STATEMENT

I state that I am a candidate or a treasurer of an authorized committee which supports only one candidate, and at the close of this reporting period neither the total receipts nor the total expenditures of this campaign have exceeded one thousand dollars.

Note: Once you file an itemized statement, you cannot file an In-Lieu-Of Statement for any future reports.

MONETARY CONTRIBUTIONS/Individual & Partnerships Schedule A

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /		PAGE OF	
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
DATE RECEIVED	NAME		CHECK#	AMOUNT	PREV. AMT.
	STREET	APT			
Code:	CITY - STATE	ZIP		\$	\$
TOTAL THIS PAGE				\$	

CODE:
 CAN = CANDIDATE/CANDIDATE SPOUSE
 IND = INDIVIDUAL
 FAM = FAMILY MEMBER: SEE INSTRUCTIONS
 PART = PARTNERSHIP: Partnerships which contribute over \$2500.00 total, must further define in Schedule O.

Complete this summary on your last page only!

①	TOTAL ITEMIZED CONTRIBUTIONS	\$
②	TOTAL UNITEMIZED CONTRIBUTIONS	\$
③	Schedule Total	\$

MONETARY CONTRIBUTIONS/Corporate Schedule B

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /		PAGE ___ OF ___
DATE RECEIVED	NAME	CHECK#	AMOUNT	PREV. AMT.
	STREET APT		\$	\$
	CITY - STATE ZIP			
TOTAL THIS PAGE			\$	

**Complete this summary
on your last page only!**

①	TOTAL ITEMIZED CONTRIBUTIONS	\$
②	TOTAL UNITEMIZED CONTRIBUTIONS	\$
③	Schedule Total	\$

MONETARY CONTRIBUTIONS/All Other Schedule C

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /	PAGE ____ OF ____	
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
DATE RECEIVED	NAME STREET APT CITY - STATE ZIP	CHECK#	AMOUNT \$	PREV. AMT. \$
TOTAL THIS PAGE			\$	

**Complete this summary
on your last page only!**

①	TOTAL ITEMIZED CONTRIBUTIONS	\$
②	TOTAL UNITEMIZED CONTRIBUTIONS	\$
③	Schedule Total	\$

IN-KIND CONTRIBUTIONS Schedule D

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /	PAGE ____ OF ____
---------------	----------	---	----------------------

DATE RECEIVED	NAME	APT	TYPE CODE:
	STREET		\$
CNTRB CODE:	CITY - STATE	ZIP	DESCRIPTION
DATE RECEIVED	NAME	APT	TYPE CODE:
	STREET		\$
CNTRB CODE:	CITY - STATE	ZIP	DESCRIPTION
DATE RECEIVED	NAME	APT	TYPE CODE:
	STREET		\$
CNTRB CODE:	CITY - STATE	ZIP	DESCRIPTION
DATE RECEIVED	NAME	APT	TYPE CODE:
	STREET		\$
CNTRB CODE:	CITY - STATE	ZIP	DESCRIPTION

CONTRIBUTOR CODE:

- CAN = CANDIDATE/ CANDIDATE SPOUSE
- FAM = FAMILY MEMBERS (SEE INSTRUCTIONS)
- CORP = CORPORATE
- IND = INDIVIDUAL
- PART = PARTNERSHIP
- COM = COMMITTEE

CONTRIBUTION TYPE CODE:

- 1 = SERVICES/FACILITIES PROVIDED
- 2 = PROPERTY GIVEN
- 3 = CAMPAIGN EXPENSES PAID

TOTAL THIS PAGE	\$
TOTAL ITEMIZED CONTRIBUTIONS	\$
TOTAL UNITEMIZED CONTRIBUTIONS	\$
SCHEDULE TOTAL LAST PAGE ONLY	\$

OTHER RECEIPTS Schedule E

DATE RECEIVED	NAME	APT	RECEIPT AMOUNT
	STREET		\$
	CITY - STATE	ZIP	
<input type="checkbox"/> INTEREST/DIVIDEND <input type="checkbox"/> PROCEEDS SALE/LEASE <input type="checkbox"/> OTHER _____			
DATE RECEIVED	NAME	APT	RECEIPT AMOUNT
	STREET		\$
	CITY - STATE	ZIP	
<input type="checkbox"/> INTEREST/DIVIDEND <input type="checkbox"/> PROCEEDS SALE/LEASE <input type="checkbox"/> OTHER _____			
DATE RECEIVED	NAME	APT	RECEIPT AMOUNT
	STREET		\$
	CITY - STATE	ZIP	
<input type="checkbox"/> INTEREST/DIVIDEND <input type="checkbox"/> PROCEEDS SALE/LEASE <input type="checkbox"/> OTHER _____			
DATE RECEIVED	NAME	APT	RECEIPT AMOUNT
	STREET		\$
	CITY - STATE	ZIP	
<input type="checkbox"/> INTEREST/DIVIDEND <input type="checkbox"/> PROCEEDS SALE/LEASE <input type="checkbox"/> OTHER _____			

TOTAL THIS PAGE	\$
TOTAL ITEMIZED RECEIPTS	\$
TOTAL UNITEMIZED RECEIPTS	\$
SCHEDULE TOTAL LAST PAGE ONLY	\$

EXPENDITURE/PAYMENTS Schedule F

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /		PAGE OF
DO NOT report Transfers Out:				
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	_____		
CHECK NO.	CITY - STATE			\$
TOTAL THIS PAGE				\$

Expenditure Purpose Codes

CMail	Campaign Mailings	POLLS	Polling Costs
CONSL	Campaign Consultant *	POSTA	Postage
CONSV	Constituent Services	PRINT	Print Ads
CNTRB	Political Contributions	PROFL	Professional Services *
FUNDR	Fundraising	RADIO	Radio Ads
LITER	Campaign Literature	RENTO	Office Rent
OFFCE	Office Expenses	TVADS	Television Ads
OTHER	Other: Must Provide Explanation	VOTER	Voter Registration Materials or Services
PETIT	Petition Expenses	WAGES	Campaign Workers' Salaries
INT	Interest Expense		

**Complete this summary
on your last page only!**

①	TOTAL ITEMIZED EXPENDITURES	\$
②	TOTAL UNITEMIZED EXPENDITURES	\$
③	Schedule Total	\$

* Sub Contractors must be further defined in Schedule O – See Instructions

**Receipts from Party Committee and other committees
authorized solely for this candidate (TRANSFERS IN) Schedule G**

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /		PAGE OF
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED	
	STREET APT	1 <input type="checkbox"/>		
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$	
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED	
	STREET APT	1 <input type="checkbox"/>		
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$	
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED	
	STREET APT	1 <input type="checkbox"/>		
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$	
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED	
	STREET APT	1 <input type="checkbox"/>		
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$	
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED	
	STREET APT	1 <input type="checkbox"/>		
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$	
			TOTAL THIS PAGE	\$
			SCHEDULE TOTAL Last Page Only	\$

TYPE 1 – Party/Constituted Committees
TYPE 2 – Committee Solely Supporting
Same Candidate

NOTE: DO NOT REPORT FUNDS RECEIVED FROM INDEPENDENT COMMITTEES OR COMMITTEES AUTHORIZED BY A DIFFERENT CANDIDATE AS A TRANSFER. THESE RECEIPTS MUST BE REPORTED AS A CONTRIBUTION ON SCHEDULE C.

**Payments to Party Committee and other committees
authorized solely for this candidate (TRANSFERS OUT) Schedule H**

DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED
	STREET APT	1 <input type="checkbox"/>	
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED
	STREET APT	1 <input type="checkbox"/>	
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED
	STREET APT	1 <input type="checkbox"/>	
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED
	STREET APT	1 <input type="checkbox"/>	
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$
DATE	NAME	TRANSFER TYPE	AMOUNT TRANSFERRED
	STREET APT	1 <input type="checkbox"/>	
CHECK #	CITY - STATE ZIP	2 <input type="checkbox"/>	\$
			TOTAL THIS PAGE
			SCHEDULE TOTAL Last Page Only

TYPE 1 – Party/Constituted Committees
TYPE 2 – Committee Solely Supporting
Same Candidate

NOTE: DO NOT REPORT FUNDS PAID TO INDEPENDENT COMMITTEES OR COMMITTEES AUTHORIZED BY A DIFFERENT CANDIDATE AS A TRANSFER. THESE PAYMENTS MUST BE REPORTED AS A PAYMENT ON SCHEDULE F.

LOANS RECEIVED Schedule I

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /	PAGE ____ OF ____
---------------	----------	---	----------------------

LOAN DATE	LENDER NAME	LOAN AMOUNT
	STREET APT	
<input type="checkbox"/> Check if Bank Loan	CITY - STATE ZIP	\$
LOAN DATE	LENDER NAME	LOAN AMOUNT
	STREET APT	
<input type="checkbox"/> Check if Bank Loan	CITY - STATE ZIP	\$
LOAN DATE	LENDER NAME	LOAN AMOUNT
	STREET APT	
<input type="checkbox"/> Check if Bank Loan	CITY - STATE ZIP	\$
LOAN DATE	LENDER NAME	LOAN AMOUNT
	STREET APT	
<input type="checkbox"/> Check if Bank Loan	CITY - STATE ZIP	\$
LOAN DATE	LENDER NAME	LOAN AMOUNT
	STREET APT	
<input type="checkbox"/> Check if Bank Loan	CITY - STATE ZIP	\$
TOTAL THIS PAGE		\$
SCHEDULE TOTAL		\$
Last Page Only		\$

List any loans received during the reporting period. When submitting this schedule to the Board of Elections, a **copy of the evidence of indebtedness for each loan must be attached to the statement.** If the loan was received from a lending institution, the evidence of indebtedness must include the name and address of any obligor of the loan, or any other person who endorses, co-signs, or otherwise provides security for such loan.

LOAN REPAYMENTS Schedule J

ORIGINAL DATE OF LOAN	LENDER NAME	CHECK NO	AMOUNT
	STREET APT		
	CITY - STATE ZIP	DATE	\$
ORIGINAL DATE OF LOAN	LENDER NAME	CHECK NO.	AMOUNT
	STREET APT		
	CITY - STATE ZIP	DATE	\$
ORIGINAL DATE OF LOAN	LENDER NAME	CHECK NO	AMOUNT
	STREET APT		
	CITY - STATE ZIP	DATE	\$
ORIGINAL DATE OF LOAN	LENDER NAME	CHECK NO.	AMOUNT
	STREET APT		
	CITY - STATE ZIP	DATE	\$
ORIGINAL DATE OF LOAN	LENDER NAME	CHECK NO	AMOUNT
	STREET APT		
	CITY - STATE ZIP	DATE	\$
TOTAL THIS PAGE			\$
SCHEDULE TOTAL			\$
Last Page Only			\$

LIABILITIES/LOANS FORGIVEN Schedule K

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /	PAGE OF		
DATE	VENDOR/LENDER		<input type="checkbox"/> LIABILITY <input type="checkbox"/> LOAN	AMOUNT FORGIVEN	
	STREET				APT
	CITY / STATE				ZIP
ORIGINAL DATE OF LIABILITY/ LOAN					
DATE	VENDOR/LENDER		<input type="checkbox"/> LIABILITY <input type="checkbox"/> LOAN	AMOUNT FORGIVEN	
ORIGINAL DATE OF LIABILITY/ LOAN					
DATE	VENDOR/LENDER		<input type="checkbox"/> LIABILITY <input type="checkbox"/> LOAN	AMOUNT FORGIVEN	
ORIGINAL DATE OF LIABILITY/ LOAN					
COPY OF EVIDENCE FROM VENDOR/LENDER INDICATING FORGIVENESS MUST BE ATTACHED.			TOTAL THIS PAGE	\$	
			SCHEDULE TOTAL (LAST PAGE ONLY)	\$	

EXPENDITURE REFUNDS Schedule L

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /	PAGE OF
---------------	----------	---	------------

DATE RECEIVED	NAME	ORIG. PAYMENT DATE
	STREET	APT
	CITY / STATE	ZIP
		AMOUNT \$

DATE RECEIVED	NAME	ORIG. PAYMENT DATE
	STREET	APT
	CITY / STATE	ZIP
		AMOUNT \$

DATE RECEIVED	NAME	ORIG. PAYMENT DATE
	STREET	APT
	CITY / STATE	ZIP
		AMOUNT \$

DATE RECEIVED	NAME	ORIG. PAYMENT DATE
	STREET	APT
	CITY / STATE	ZIP
		AMOUNT \$

DATE RECEIVED	NAME	ORIG. PAYMENT DATE
	STREET	APT
	CITY / STATE	ZIP
		AMOUNT \$

	TOTAL THIS PAGE	\$
	SCHEDULE TOTAL LAST PAGE ONLY	

CONTRIBUTIONS REFUNDED Schedule M

REFUND DATE	ORIG. DATE. REC.	CONTRIBUTOR NAME	AMOUNT REFUNDED
		STREET	\$
		CITY - STATE	CHECK #

REFUND DATE	ORIG. DATE. REC.	CONTRIBUTOR NAME	AMOUNT REFUNDED
		STREET	\$
		CITY - STATE	CHECK #

REFUND DATE	ORIG. DATE. REC.	CONTRIBUTOR NAME	AMOUNT REFUNDED
		STREET	\$
		CITY - STATE	CHECK #

REFUND DATE	ORIG. DATE. REC.	CONTRIBUTOR NAME	AMOUNT REFUNDED
		STREET	\$
		CITY - STATE	CHECK #

REFUND DATE	ORIG. DATE. REC.	CONTRIBUTOR NAME	AMOUNT REFUNDED
		STREET	\$
		CITY - STATE	CHECK #

	TOTAL THIS PAGE	\$
	SCHEDULE TOTAL Last page only	\$

OUTSTANDING LIABILITIES/LOANS Schedule N

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /	PAGE OF
---------------	----------	---	------------

DATE	NAME	Total Orig. Amt.	Purpose Code	Liability Amount Outstanding	Loan Amount Outstanding
	STREET APT	<input type="checkbox"/> Liability <input type="checkbox"/> Loan \$ _____	Explain: _____	\$ _____	\$ _____
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT				
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT	<input type="checkbox"/> Liability <input type="checkbox"/> Loan \$ _____	Explain: _____	\$ _____	\$ _____
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT				
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT	<input type="checkbox"/> Liability <input type="checkbox"/> Loan \$ _____	Explain: _____	\$ _____	\$ _____
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT				
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT	<input type="checkbox"/> Liability <input type="checkbox"/> Loan \$ _____	Explain: _____	\$ _____	\$ _____
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT				
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT	<input type="checkbox"/> Liability <input type="checkbox"/> Loan \$ _____	Explain: _____	\$ _____	\$ _____
== CURRENT == == PRIOR ==	CITY - STATE ZIP				
	STREET APT				
== CURRENT == == PRIOR ==	CITY - STATE ZIP				

TOTAL THIS PAGE		
SCHEDULE TOTAL		

- Purpose of Liability/Loan Codes**
- | | |
|---|---|
| CMAIL Campaign Mailings
CONSL Campaign Consultant
CONSV Constituent Services
FUNDR Fundraising
LITER Campaign Literature
LOAN Loans
OFFCE Office Expenses
OTHER Other: Must Provide Explanation
PETIT Petition Expenses | POLLS Poling Costs
POSTA Postage
PRINT Print Ads
PROFL Professional Services
RADIO Radio Ads
RENTO Office Rent
TVADS Television Ads
VOTER Voter Registration Materials or Services
WAGES Campaign Workers' Salaries |
|---|---|

PARTNERS

SUBCONTRACTS Schedule O

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES	PAGE
		FROM / / TO / /	OF

AMT OF CONTRIBUTION \$	PARTNERSHIP NAME	PAYEE NAME
DATE RECEIVED	STREET APT CITY - STATE ZIP	STREET APT CITY - STATE ZIP

PARTNER NAME					PROVIDER OF FINISHED GOODS/SERVICES:		
LAST	FIRST	MI	AMOUNT ATTRIBUTED	PREVIOUS AMOUNT	NAME	AMT ATTRIBUTED	
STREET		APT	\$	\$	STREET	\$	
CITY / STATE		ZIP			CITY / STATE	APT	CODE
					ZIP		_ _ _ _ _

TOTAL AMOUNT ATTRIBUTED	A	\$	A	\$
TOTAL AMOUNT UNITEMIZED	B	\$	B	\$
TOTAL AMOUNT CONTRIBUTION	A+B	\$	A+B	\$

**PLEASE USE "PURPOSE CODES"
FOUND ON SCHEDULE F or N**

* NON CAMPAIGN HOUSEKEEPING RECEIPTS Schedule P

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATE FROM / / TO / /	PAGE ____ OF ____
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DATE RECEIVED	NAME	AMOUNT	PREV. AMT.
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		
CODE:	STREET APT	\$	\$
CHECK #	CITY - STATE ZIP		
DATE RECEIVED	NAME		

TOTAL THIS PAGE	\$
------------------------	----

- CODE:**
- IND = INDIVIDUAL
 - CORP = CORPORATE
 - PART = PARTNERSHIP: Partnerships which contribute over \$2500.00 total, must further define in Schedule O.
 - COMM = POLITICAL COMMITTEE

Complete this summary on your last page only!

* This schedule to be used only by party or constituted committee.

①	TOTAL ITEMIZED CONTRIBUTIONS	\$
②	TOTAL UNITEMIZED CONTRIBUTIONS	\$
③	Schedule Total	\$

* NON-CAMPAIGN HOUSEKEEPING EXPENSES Schedule Q

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /		PAGE OF
DO NOT report Transfers Out:				
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
DATE PAID	NAME	PURPOSE CODE	EXPLAIN	AMT PAID
	STREET APT	-----		
CHECK NO.	CITY - STATE			\$
TOTAL THIS PAGE				\$

Expenditure Purpose Codes (use on Schedule Q only)

- RENTO Office Rent
- UTILS Utilities
- PAYRL Payroll
- POSTA Postage
- PROFL Professional Services
- OFEXP Office Expenses
- MAILS Mailings
- OTHER Other: Provide Explanation
- VOTER Voter Registration Materials or Services

**Complete this summary
on your last page only!**

①	TOTAL ITEMIZED EXPENDITURES	\$
②	TOTAL UNITEMIZED EXPENDITURES	\$
③	Schedule Total	\$

* This schedule to be used only by party or constituted committee.

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES FROM / / TO / /		
---------------	----------	---	--	--

SUMMARY OF RECEIPTS / EXPENDITURES

1. OPENING BALANCE - must be the same as line 7 of your previous report \$ _____

2. CONTRIBUTIONS

- 2a) SCHEDULE A - Individuals - total..... \$ _____
- 2b) SCHEDULE B - Corporations - total..... \$ _____
- 2c) SCHEDULE C - Other - total..... \$ _____
- 2d) SCHEDULE D - In-kind - total..... \$ _____
- 2e) Total Contributions (add 2a through 2d).....\$ _____

3. MISCELLANEOUS RECEIPTS

- 3a) SCHEDULE E - Other receipts - total.....\$ _____
- 3b) SCHEDULE G - transfers in - total.....\$ _____
- 3c) SCHEDULE I - loans received - total.....\$ _____
- 3d) SCHEDULE L - Expenditure refunds - total.....\$ _____
- 3e) SCHEDULE P - Housekeeping receipts - total....\$ _____
- 3f) Total Miscellaneous Receipts (add 3a through 3e).....\$ _____

4. TOTAL RECEIPTS THIS PERIOD (add 2e and 3f).....\$ _____

5. TOTAL (add line 1 and line 4).....\$ _____

6. EXPENSES

- 6a) Schedule F - Disbursements - total.....\$ _____
- 6b) Schedule D total..(offset).....\$ _____
- 6c) Schedule H - Transfers out - total..... \$ _____
- 6d) Schedule J - Loans repaid - total.....\$ _____
- 6e) Schedule M - Contribution refunds - total.....\$ _____
- 6f) Schedule Q - Housekeeping expenses - total.....\$ _____
- 6g) TOTAL Expenses this period (add 6a through 6f).....\$ _____

7. BALANCE AT END OF PERIOD (subtract line 6g from line 5).....\$ _____

ELECTION YEAR	FILER ID	STATEMENT PERIOD DATES		
		FROM / / TO / /		

STATUS REPORT

8. STATUS OF CONTRIBUTIONS

- 8a) Contributions received, from line 8e of your previous report * \$ _____
- 8b) Contributions received this period, line 2e \$ _____
- 8c) TOTAL, line 8a plus 8b \$ _____
- 8d) Contributions refunded, from this summary, line 6e \$ _____
- 8e) TOTAL contributions to date (line 8c minus 8d) \$ _____

*This figure will be 0 (zero) if this is the first report of a new campaign.

9. STATUS OF CAMPAIGN EXPENSES

- 9a) Campaign expenses paid, from line 9f of your previous report* \$ _____
- 9b) Campaign expenses this period, line 6a \$ _____
- 9c) In-Kind offset, Schedule D total \$ _____
- 9d) TOTAL add lines 9a through 9c \$ _____
- 9e) Refunds of campaign expenses, from this summary, line 3d \$ _____
- 9f) SUB-TOTAL campaign expenses to date (line 9d minus 9e) \$ _____
- 9g) Outstanding liabilities (Schedule N total, excluding loans) \$ _____
- 9h) Total Campaign Expenses to date (line 9f plus line 9g) \$ _____

*This figure will be 0 (zero) if this is the first report of a new campaign.

9i) EXPENSE ALLOCATION SECTION (Schedule R of Electronic filing)

(See instructions for 9i on page 59.)

Candidate name	Office/District	Election Year	\$ Amount

TOTAL AMOUNT ALLOCATED (please use additional pages if necessary) \$ _____

10. STATUS OF LOANS MADE

- 10a) Loans made to date, from line 10f of your previous report \$ _____
- 10b) Loans made this period, from your records \$ _____
- 10c) TOTAL, line 10a plus 10b \$ _____
- 10d) Amounts included in 10c above, which were repaid this period \$ _____
- 10e) Amounts included in 10c above, which were forgiven this period \$ _____
- 10f) Balance of loans made to date (line 10c minus 10d and 10e) \$ _____

11. STATUS OF HOUSEKEEPING RECEIPTS

- 11a) Housekeeping receipts ONLY, from line 11c of your previous report \$ _____
- 11b) Housekeeping receipts this period, from this summary, line 3e \$ _____
- 11c) TOTAL housekeeping receipts to date, (line 11a plus 11b) \$ _____

12. STATUS OF HOUSEKEEPING EXPENSES

- 12a) Housekeeping expenses ONLY, from line 12c of your previous report \$ _____
- 12b) Housekeeping expenses this period, from this summary, line 6f \$ _____
- 12c) TOTAL housekeeping expenses to date (line 12a plus 12b) \$ _____

POLL WATCHER CERTIFICATE

(FOR USE ON ELECTION DAY)
Section 8-500, Election Law

I/We, the undersigned, being _____, do hereby
(Chair / Candidate)
Appoint _____ who is a qualified voter in the Village
(Watcher's name)
of Port Chester in the County of Westchester, State of New York to be a watcher
for the election to be held on March 16, 2021 in the _____ election
(Election District Number)
district, in the Village of Port Chester, County of Westchester, State of New York.

Signature

Title:

POLL WATCHER CERTIFICATE

(FOR USE ON ELECTION DAY)
Section 8-500, Election Law

I/We, the undersigned, being _____, do hereby
(Chair / Candidate)
Appoint _____ who is a qualified voter in the Village
(Watcher's name)
of Port Chester in the County of Westchester, State of New York to be a watcher
for the election to be held on March 16, 2021 in the _____ election
(Election District Number)
district, in the Village of Port Chester, County of Westchester, State of New York.

Signature

Title:

POLL WATCHER CERTIFICATE

(FOR USE ON ELECTION DAY)
Section 8-500, Election Law

I/We, the undersigned, being _____, do hereby
(Chair / Candidate)
Appoint _____ who is a qualified voter in the Village
(Watcher's name)
of Port Chester in the County of Westchester, State of New York to be a watcher
for the election to be held on March 16, 2021 in the _____ election
(Election District Number)
district, in the Village of Port Chester, County of Westchester, State of New York.

Signature

Title:

Guidelines

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Guidelines

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Guidelines

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

POLL WATCHER CERTIFICATE

(FOR USE ON ELECTION DAY)
Section 8-500, Election Law

I/We, the undersigned, being _____, do hereby
(Chair/ Candidate)
Appoint _____ who is a qualified voter in the Village
(Watcher's name)
of Port Chester in the County of Westchester, State of New York to be a watcher
for the election to be held on March 16, 2021 in the _____ election
(Election District Number)
district, in the Village of Port Chester, County of Westchester, State of New York.

Signature

Title:

POLL WATCHER CERTIFICATE

(FOR USE ON ELECTION DAY)
Section 8-500, Election Law

I/We, the undersigned, being _____, do hereby
(Chair/ Candidate)
Appoint _____ who is a qualified voter in the Village
(Watcher's name)
of Port Chester in the County of Westchester, State of New York to be a watcher
for the election to be held on March 16, 2021 in the _____ election
(Election District Number)
district, in the Village of Port Chester, County of Westchester, State of New York.

Signature

Title:

POLL WATCHER CERTIFICATE

(FOR USE ON ELECTION DAY)
Section 8-500, Election Law

I/We, the undersigned, being _____, do hereby
(Chair/ Candidate)
Appoint _____ who is a qualified voter in the Village
(Watcher's name)
of Port Chester in the County of Westchester, State of New York to be a watcher
for the election to be held on March 16, 2021 in the _____ election
(Election District Number)
district, in the Village of Port Chester, County of Westchester, State of New York.

Signature

Title:

Guidelines

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Guidelines

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Guidelines

- Watchers shall be appointed by the chair of any party committee or independent body whose candidates appear on the ballot or any two or more candidates in a primary election.
- Each watcher must be a qualified voter of the city or county in which he/she is to serve.
- Watcher certificates must be delivered to an inspector at the election district.
- Not more than three watchers for any party committee or independent body or candidates whose names appear on the ballot may be appointed to serve at the same election district.
- Watchers may be present at the polling place at least fifteen minutes before the unlocking and examinations of any voting machine or ballot box at the opening of the polls, until after the signing of the inspectors' returns and proclamation of the result.
- Not more than one watcher appointed by each party committee or independent body or candidates whose names appear on the ballot may be within the guardrail at any one time.

Sample Cover Sheet

Designating and Independent Petitions

[Place Name of Party or Independent Body Here]

Name of Candidate	Residence Address <i>(Also mailing address if different)</i>	Public Office or Party Position <i>(Include district number where appropriate)</i>

Volume Number	
Total Number of Volumes in Petition	

The petition contains the number, or in excess of the number, of valid signatures required by Election Law.

Contact Person to Correct Deficiencies:

Name _____
(Please print)

Residence Address _____
(Also mailing address if different)

Phone _____ **Fax** _____
(Include if notice by fax desired)

Email _____
(Include if notice by email desired)

I hereby authorize that any notice of any determination made by the Board of Elections be transmitted to the person named above.

Optional: For candidates for statewide office, Member of Assembly or State Senator only

The following website address is submitted to be published on the state board of elections website pursuant to Election Law § 4-123 for the candidate listed opposite:

Name of Candidate	Website Address

Signature of Candidate or Agent

SAMPLE

Village Independent Nominating Petition

LOGO

“Independent Party Name”

Name of Candidate	Public Office	Term	Residence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I do hereby (insert names of at least three person, all of whom shall be registered voters within such village)

_____	_____	_____
_____	_____	_____
_____	_____	_____

as a committee to fill vacancies in accordance with the provision of the election law

Total Number of Volumes in Petition _____

Identification Numbers _____

The petition contains the numbers, or in excess of the number, of valid signatures required by the Election Law.

Contact Person to Correct Deficiencies:

Name: _____

Residence

Address: _____

Phone: _____

Fax: _____

I hereby authorize that notice of any determination made by the Board of Elections be transmitted to the person named above:

Candidate or Agent

SAMPLE

Village Independent Nominating Petition Cover Sheet

LOGO

“Independent Party Name”

Name of Candidate	Public Office	Term	Residence
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I do hereby (insert names of at least three person, all of whom shall be registered voters within such village)

_____	_____	_____
_____	_____	_____
_____	_____	_____

as a committee to fill vacancies in accordance with the provision of the election law

Total Number of Volumes in Petition _____

Identification Numbers _____

The petition contains the numbers, or in excess of the number, of valid signatures required by the Election Law.

Contact Person to Correct Deficiencies:

Name: _____

Residence Address: _____

Phone: _____ Fax: _____

Email: _____

I hereby authorize that notice of any determination made by the Board of Elections be transmitted to the person named above:

Candidate or Agent

Village Independent Nominating Petition Sec. 15-108, Election Law

I, the undersigned, do hereby state that I am a registered voter of the Village of _____, that my present place of residence is truly stated opposite my signature, and that I do hereby nominate the following named person (or persons) as a candidate (or as candidates) for election to public office (or public offices) to be voted for at the election to be held on the _____ day of _____, 20____, and that I select the name (fill in name) _____ as the name of the independent body making the nomination (or nominations) and (fill in emblem) _____ as the emblem of such body.

Name of Candidate	Public Office <small>(Include district number, if applicable)</small>	Term	Residence Address

I do hereby appoint (here insert the names and addresses of at least three persons, all of whom shall be registered voters within such political unit), as a committee to fill vacancies in accordance with the provisions of the election law.

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer <small>(Signature required. Printed name may be added)</small>	Residence
1. / / 20__		
	Printed Name →	
2. / / 20__		
	Printed Name →	
3. / / 20__		
	Printed Name →	
4. / / 20__		
	Printed Name →	
5. / / 20__		
	Printed Name →	

(You may use fewer or more signature lines - this is only to show format.)

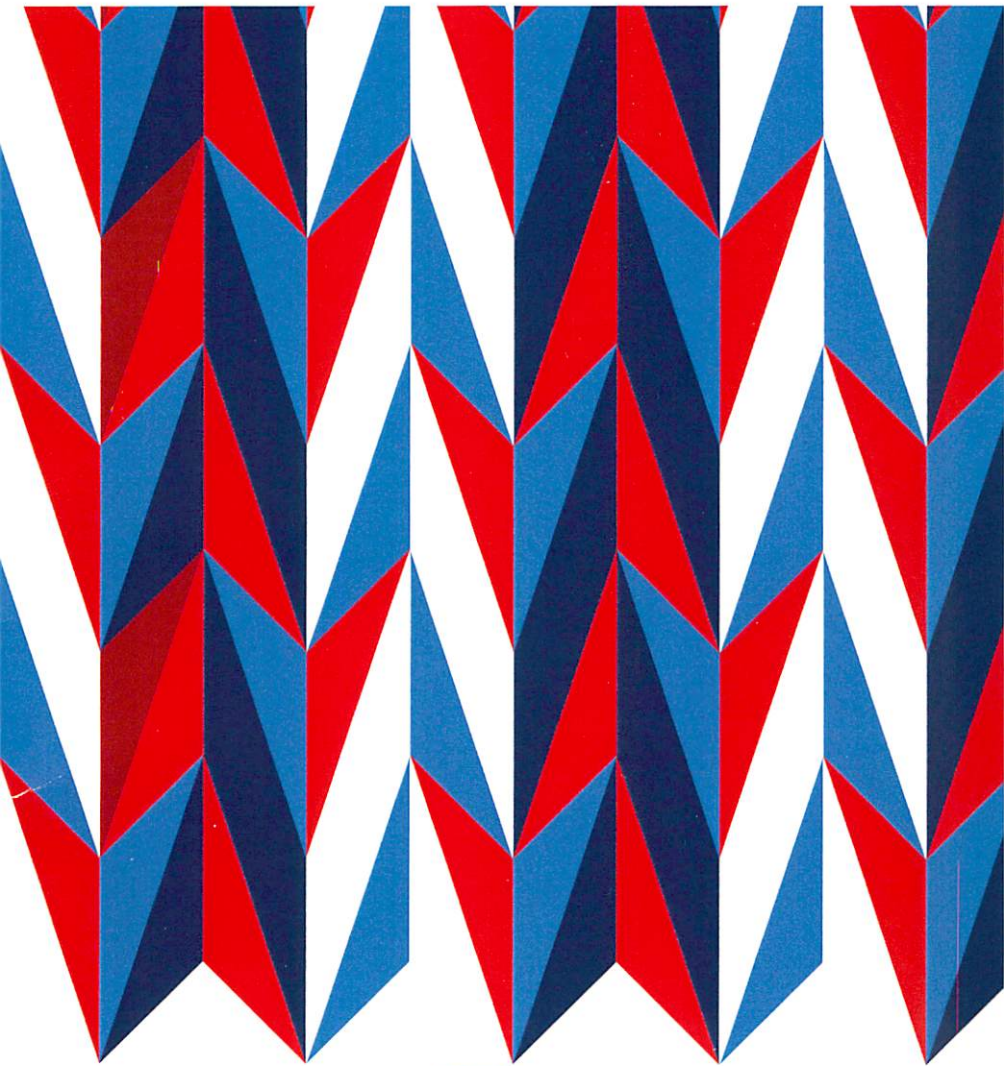
Statement of Witness:

I (name of witness) _____ state that I am a duly qualified voter of the State of New York. I now reside at (residence address) _____. Each of the voters whose names are subscribed to this petition sheet, containing (fill in number) _____ signatures, subscribed his or her name in my presence.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date

Signature of Witness



New York State Conference of Mayors and Municipal Officials

ANNUAL VILLAGE ELECTIONS

CALENDAR OF DATES

March Election • Tuesday, March 15, 2022

June Election • Tuesday, June 21, 2022



NYCOM EXECUTIVE COMMITTEE

NYCOM is governed by an Executive Committee comprised of 16 voting members: 15 mayors from member cities and villages, and one official representing a NYCOM affiliate organization. Past Presidents still holding office serve as non-voting members.

Officers

PRESIDENT, Richard C. David, Mayor, Binghamton

FIRST VICE PRESIDENT, Francis X. Murray, Mayor,
Rockville Centre

SECOND VICE PRESIDENT, Svante L. Myrick, Mayor, Ithaca

TREASURER, Kathy M. Sheehan, Mayor, Albany

IMMEDIATE PAST PRESIDENT, Robert T. Kennedy, Mayor,
Freeport

Members

William J. Aiello, Mayor, Olean

Margaret B. Blackman, Mayor, Brockport

Bill de Blasio, Mayor, New York

John A. Burrell, Mayor, Ellicottville

Scott Burto, Mayor, West Carthage

Jerry Fremouw, Mayor, Clyde

RuthAnn S. Loveless, Mayor, Hamilton

Paul V. Pontieri, Mayor, Patchogue

Rob Rolison, Mayor, Poughkeepsie

Ben Walsh, Mayor, Syracuse

Affiliate Representative

James Palmer, NYS City/County Management Association

Past Presidents: Ex-Officio

Gary R. McCarthy, Mayor, Schenectady

Thomas M. Roach, Mayor, White Plains

Richard B. Milne, Mayor, Honeoye Falls

Gary A. Vegliante, Mayor, West Hampton Dunes

NYCOM members may obtain more copies of the

2022 Calendar of Dates for Annual Village Elections

by contacting the NYCOM office at:

119 Washington Avenue

Albany, NY 12210

1-800-446-9266

(518) 463-1185

www.nycom.org

@NYMayors

www.instagram.com/nymayors

www.facebook.com/NYMayors

Member inquiries concerning village elections and
village offices may be directed to the attention of:

Rebecca Ruscito

NYCOM Counsel

The General Village Election

The village election material contained in this publication was compiled by the New York State Conference of Mayors. The dates and material are based upon current statutory provisions, including amendments through the 2021 session of the State Legislature. This Calendar of Dates is another example of the practical services provided by the Conference of Mayors to its members.

March Election • Tuesday, March 15, 2022

June Election • Tuesday, June 21, 2022

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General Information

General Election Dates

Election Law § 15-104. General village election

1. a. The general village election shall be held on the third Tuesday in March except in any village which presently elects, or hereafter adopts a proposition to elect, its officers on a date other than the third Tuesday in March.
- b. In any village in which the general village election, or a special village election for officers pursuant to this chapter, is scheduled to be held on the third Tuesday of March, for any year in which the seventeenth day of March shall fall on such Tuesday, the board of trustees of such village shall provide that such election shall be held on the eighteenth day of March. Any provision of a resolution adopted pursuant to this subdivision shall not otherwise alter the political calendar for any such election, which shall continue to be computed from the third Tuesday of March.

Saturday, Sunday and Public Holiday Dates

Election Law § 1-106. Filing of papers; when received

1. All papers required to be filed pursuant to the provisions of this chapter shall, unless otherwise provided, be filed between the hours of 9:00 a.m. and 5:00 p.m. If the last day for filing shall fall on a Saturday, Sunday or legal holiday, the next business day shall become the last day for filing.

All papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed timely filed and accepted for filing when received, except that all certificates and petitions of designation or nomination, certificates of acceptance or declination of such designations or nominations, certificates of authorization for such designations or nominations, certificates of disqualification, certificates of substitution for such designations or nominations and objections and specifications of objections to such certificates and petitions required to be filed with the state board of elections or a board of elections outside of the city of New York shall be deemed timely filed and accepted for filing if sent by mail or overnight delivery service pursuant to subdivision three of this section, ***and received no later than two business days after the last day to file*** such certificates, petitions, objections or specifications (emphasis added).

Failure of the post office or any other person or entity to deliver any such petition, certificate or objection to such board of elections outside the city of New York no later than two business days after the last day to file such certificates, petitions, objections or specifications ***shall be a fatal defect*** (emphasis added).

2. The failure to file any petition or certificate relating to the designation or nomination of a candidate for party position or public office or to the acceptance or declination of such designation or nomination within the time prescribed by the provisions of this chapter ***shall be a fatal defect*** (emphasis added).

NOTE: Chapter 5 of the Laws of 2019 changed the deadline to submit and accept papers that are required to be filed under the Election Law. Previously, the statute provided that a filing was timely anytime it was received, provided it was postmarked by the deadline. The law now requires postmarked papers or papers submitted through delivery services be received not later than two business days after the filing deadline. This should not be confused with the submission of an absentee ballot, which must be received by Election Day in order to be counted.

*NOTE: Election Law § 1-106 does **NOT** extend deadlines for village clerks or boards of trustees when a deadline falls on a Saturday, Sunday, or public holiday because village clerks and boards of trustees may conduct business on those days.*

General Construction Law § 24 Public holidays; half-holidays

Pursuant to General Construction Law § 24, the following days are public holidays:

Public Holiday	2022 Date
New Year's Day January 1 st	Saturday, January 1, 2022
Dr. Martin Luther King, Jr. Day Third Monday in January	Monday, January 17, 2022
Lincoln's Birthday February 12 th	Saturday, February 12, 2022
Washington's Birthday Third Monday in February	Monday, February 21, 2022
Memorial Day Last Monday in May	Monday, May 30, 2022
Flag Day Second Sunday in June	Sunday, June 12, 2022
Junteeth June 19 th	(observed) Monday, June 20, 2022
Independence Day July 4 th	Monday, July 4, 2022
Labor Day First Monday in September	Monday, September 5, 2022
Columbus Day Second Monday in October	Monday, October 10, 2022
Veterans' Day November 11 th	Friday, November 11, 2022
Thanksgiving Day Fourth Thursday in November	Thursday, November 24, 2022
Christmas Day December 25 th	(observed) Monday, December 26, 2022

If any of these days falls on a Sunday (except Flag Day), then the holiday is celebrated the next day.

Conducting Referenda

In villages, both mandatory and permissive referenda are conducted pursuant to Article 9 of the Village Law. Under Article 9, the board of trustees may bypass the petition process by submitting a permissive referendum to voters upon its own motion. If a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Additionally, whenever a State statute subjects a village local law or resolution to a mandatory referendum and no other procedure is provided, the referendum must be conducted pursuant to Article 9 as if the referendum was a permissive referendum for which a valid petition was filed on the date that the board of trustees adopted the local law or resolution.

For a vote to be held on a local law or resolution that is subject to a permissive referendum, a valid petition must be filed in the office of the village clerk within 30 days of the passage of the legislative act. Many referenda may be timed so that they are held during a regularly scheduled village election. If the petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held, and on or before the first day of the month in which the general election is to be held, the proposition must be voted on at the general village election.

- **March Election** – If the petition is filed on or after January 1st, and on or before March 1st, the proposition must be placed on the ballot for the March election.
- **June Election** – If the petition is filed on or after April 1st, and on or before June 1st, the proposition must be placed on the ballot for the June election.

However, if the petition for a permissive referendum is filed after the first day of the month in which a general village election is to be held and before the first day of the month two months prior to the next general village election, the referendum must be held at a special election of the village to be held not less than 10, nor more than 60, days after the filing of the petition.

- **March Election** – If a petition is filed after March 1st and before January 1st, a special election must be held.
- **June Election** – If a petition is filed after June 1st and before April 1st, a special election must be held.

For more information relating to the conduct of referenda, please refer to **NYCOM Municipal Management Series Enacting Local Legislation and Conducting Referenda**, available to download from the members only section of the NYCOM website at www.nycom.org.

March Village Election ▪ Tuesday, March 15, 2022

NOTE: If the village fails to publish or post any required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5).

Friday, October 15, 2021 – For villages whose March elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of elections a certificate setting forth each village office to be filled.

Election Law § 4-106(2). At least five (5) months prior to the election.

Monday, November 15, 2021 – For villages whose March elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

Election Law § 4-104(1). At least four (4) months prior to the election.

Monday, November 15, 2021 – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

Election Law § 15-104(3)(a). At least four (4) months prior to the election.

Monday, November 15, 2021 – First day village clerk may accept absentee ballot applications.

Election Law § 15-120(5). Not earlier than four (4) months prior to the election.

Monday, November 15, 2021 – Last day to divide the village into election districts.

Election Law § 15-110(5). At least 120 days before the election.

Monday, November 29, 2021 – First day that an individual may sign a party primary designating petition.

Election Law § 15-108(9). Not earlier than six (6) weeks prior to the last day to file party primary designating petitions.

Friday, December 24, 2021 – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 32 days before the primary.

Tuesday, December 28, 2021 – First day that individuals may sign independent nominating petitions.

Election Law § 15-108(9). Not earlier than six (6) weeks before the last day to file independent nominating petitions.

Thursday, December 30, 2021 – Last day that a vacancy in an elected village office may occur and be placed on the general election ballot or cause a special election if a general election is not scheduled.

Village Law § 3-312(3)(b)(1). If a vacancy occurs at least seventy-five days prior to the third Tuesday of the month preceding the end of the official year, a special election to fill the unexpired term must be held.

Village Law § 3-312(3)(b)(2). If a vacancy occurs less than seventy-five days prior to the third Tuesday of the month preceding the end of the current official year and, if the term of office does not expire at the end of such year, a special election to fill the unexpired term must be held in the following year.

NOTE: For more information relating to filling vacancies, please refer to Chapter 4 of the NYCOM Handbook for Village Officials, available to download from the members only section of the NYCOM website at www.nycom.org.

Saturday, January 1, 2022 – First day to file a petition to cause a permissive referendum to appear on the general election ballot. This is also the first day that the board of trustees may (a) pass a local law or resolution that is subject to a mandatory referendum or (b) adopt a legislative act that is subject to a permissive referendum and submit the question to voters on its own motion, and have such propositions appear on the general election ballot.

Village Law § 9-902(6). If such petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held and on or before the first day of the month in which the general village election is to be held, a proposition for the approval of such act or resolution must be submitted at the general village election.

NOTE: Pursuant to Village Law § 9-902(5), if a petition is filed before January 1st or after March 1st a special election must be held.

NOTE: If Article 9 is being followed for a mandatory referendum, the date that the board of trustees adopts the local law or resolution is deemed the date the petition is filed. Similarly, if a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Consequently, this is the first day that the board of trustees may adopt a legislative act that is subject to a mandatory referendum or submit a permissive referendum to the voters upon a motion of the board and have such propositions appear on the general election ballot.

NOTE: For more information relating to the conduct of referenda, please refer to NYCOM Municipal Management Series, Enacting Local Legislation and Conducting Referenda, available to download from the members only section of the NYCOM website at www.nycom.org.

Monday, January 3, 2022 – First day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.

Tuesday, January 4, 2022 to Tuesday, January 11, 2022 – First day political parties may publish notice of a party caucus in a newspaper.

Election Law § 15-108(2)(c). Not earlier than two (2) weeks before the caucus.

NOTE: The exact date depends on the actual date the caucus is held.

Thursday, January 6, 2022 to Thursday, January 13, 2022 – Last day to file a declination of a party primary designation.

Election Law § 15-108(7)(e). Within three (3) days of filing of the designating petition.

NOTE: Within one (1) day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition.

NOTE: The exact date depends upon the date the designating petition was filed.

Monday, January 10, 2022 to Tuesday, January 18, 2022 – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections.

Election Law §§ 6-202(3) and 15-108(2)(c). At least 10 days before the scheduled caucus.

NOTE: The exact date depends upon the scheduled date of the caucus.

NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, January 8th or Sunday January 9th, the last day to post and file is pushed to Monday, January 10th. This is also the case if the last day to post and file falls on a public holiday. Thus, if 10 days before a scheduled caucus falls on Saturday, January 15th the filing deadline is extended to Tuesday, January 18th, since Monday, January 17th is Martin Luther King Jr. Day.

Monday, January 10, 2022 – Last day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.

NOTE: Upon the filing of a designating petition, the village clerk must notify via mail each individual designated. The notice must (1) state the last day to decline the designation, and (2) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Tuesday, January 11, 2022 – Last day to file written objections to party primary designating petitions.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.

Thursday, January 13, 2022 – Last day for the board of trustees to adopt a resolution abolishing the village registration day.

Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.

Thursday, January 13, 2022 – Last day to file written specifications of objections to party primary designating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to a party primary designating petition is filed before January 11th, the written specifications will be due before January 13th; the exact date is dependent upon the filing date of the objection. For example, if a written objection was filed on Wednesday, January 5th, the written specifications would be due on Friday, January 7th.

Friday, January 14, 2022 – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open from at least 12:00 noon until 9:00 p.m.

Election Law §§ 15-104(1)(b) and 15-104(3)(b). Must be adopted at least 60 days prior to the election.

Friday, January 14, 2022 – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 11 days before the primary.

Tuesday, January 18, 2022 – Earliest date for holding a party caucus.

Election Law § 15-108(2)(a). Not more than 56 days before the election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, or*
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law §§ 6-202(3) and 15-108(2)(c).

Thursday, January 20, 2022 – First day a certificate of party nomination may be filed.

Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.

Tuesday, January 25, 2022 – Primary day in villages where party nominations are made via a primary.

Election Law § 15-108(2)(a). Must be 49 days prior to the village election.

NOTE: Party officials must publish notice of the primary in at least one (1) newspaper of general circulation within the village of the primary at least once a week for two (2) weeks prior to the primary. Election Law § 15-108(2)(b).

Tuesday, January 25, 2022 – Last date for holding a party caucus.

Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law §§ 6-202(3) and 15-108(2)(c).

Thursday, January 27, 2022 – Last day to file a certificate of party nomination.

Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.

NOTE: If a list of caucus or primary participants is not filed with the certificate, the clerk must immediately mail notice to those who signed the certificate, stating that the list of nominations must be filed within five (5) days after the mailing of the notice. Election Law § 15-108(2)(e).

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Friday, January 28, 2022 – Last day to file written objections to certificates of party nomination.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the certificate with the village clerk.

Monday, January 31, 2022 – Last day to file a certificate of acceptance or declination of a party nomination.

Election Law § 15-108(7)(b). Not later than 44 days prior to the election

NOTE: Forty-four days prior to the election is Sunday, January 30th. When the last day to file a certificate of acceptance or declination of a party nomination falls on a Saturday, Sunday, or public holiday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.

Monday, January 31, 2022 – Last day to file written specifications of objections to certificates of party nomination.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the certificate and the county board of elections.

NOTE: If an objection is filed on Thursday, January 27th, or Friday, January 28th, the last day to file written specifications on the objection would be on Saturday, January 29th or Sunday, January 30th, respectively. Pursuant to Election Law § 1-106, the last day to file is extended to the next business day, which is Monday, January 31st. The exact date depends upon the date the written objections are filed.

Tuesday, February 1, 2022 – First day to file an independent nominating petition.

Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.

Wednesday, February 2, 2022 – Last day to fill a vacancy caused by a declination of a party nomination.

Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.

Thursday, February 3, 2022 – Last day for the board of trustees to appoint election inspectors.

Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).

NOTE: Failure to appoint election inspectors by this deadline will not impact the conduct of the election, but every effort should be made to comply with this timeframe.

Friday, February 4, 2022 – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 10 days after the primary.

Sunday, February 6, 2022 – Last day for the board of trustees to adopt a resolution establishing a second registration day to be 12 days before the election.

Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.

Tuesday, February 8, 2022 – Last day to file independent nominating petitions for an office to be filled at the general village election.

Election Law § 15-108(8)(a). Not later than 35 days before the village election.

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Wednesday, February 9, 2022 – Last day to file written objections to independent nominating petitions.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.

Friday, February 11, 2022 – Last day to file written specifications of objections to independent nominating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to an independent nominating petition is filed before Wednesday, February 9th, the written specifications will be due before February 11th. The date depends on when the objection is filed.

Friday, February 11, 2022 – Last day to file certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

Election Law § 15-108(8)(b). Not later than three (3) days after the last day to file the petition.

Friday, February 11, 2022 – For villages with two registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.

Election Law § 15-118(4). At least 20 days before the first registration day.

Friday, February 11, 2022 – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. At least 32 days before the election.

Sunday, February 13, 2022 – For villages with one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.

Election Law § 15-118(4). At least 20 days before the registration day.

Monday, February 14, 2022 – Last day to file a certificate to fill a vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

Election Law § 15-108(8)(c). Not later than three (3) days after the last day to file a certificate of declination.

Approximately Thursday, February 17, 2022 – NYCOM recommends that the clerk prepare a draft of the ballot and provide the candidates with an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots. Once reviewed by the candidates, the sample ballot should be made available to the public.

NOTE: Chapter 411 of the Laws of 2019 amended Election Law § 7-128 to require sample and official ballots for all elections conducted by the county boards of election to be made available as soon as practicable. While village elections conducted pursuant to Article 15 are specifically exempted from this provision, NYCOM recommends that the clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots to adhere to the spirit and intent of this law.

NOTE: Due to the timing of referenda, a petition for a permissive referendum filed on or after January 1st and on or before March 1st will cause the proposition to appear on the general village election ballot. Similarly, the board of trustees may pass a legislative act that is subject to a mandatory referendum or submit the permissive referendum to voters on its own motion on or after January 1st and on or before March 1st and have that proposition appear on the general village election ballot. Consequently, ballots may be subject to change to include the presentation of propositions after this date.

Monday, February 21, 2022 – For villages with two registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters for the first registration day.

Election Law § 15-118(4). At least 10 days prior to the first registration day.

Wednesday, February 23, 2022 – For villages with one registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Tuesday, March 1, 2022 – Last day to file a petition to cause a permissive referendum to appear on the general election ballot. This is also the last day that the board of trustees may (a) pass a local law or resolution that is subject to a mandatory referendum or (b) adopt a legislative act that is subject to a permissive referendum and submit the question to voters on its own motion, and have such propositions appear on the general election ballot.

Village Law § 9-902(6). If such petition is filed on or after the first day of the month two months prior to the month in which the general village election is to be held and on or before the first day of the month in which the general village election is to be held, a proposition for the approval of such act or resolution must be submitted at the general village election.

NOTE: Pursuant to Village Law § 9-902(5), if a petition is filed before January 1st or after March 1st a special election must be held.

NOTE: If Article 9 is being followed for a mandatory referendum, the date that the board of trustees adopts the local law or resolution is deemed the date the petition is filed. Similarly, if a permissive referendum is submitted to the voters upon the board of trustee's own motion, the date the motion is adopted is deemed the date that the petition is filed. Consequently, this is the last day that the board of trustees may adopt a legislative act that is subject to a mandatory referendum or submit a permissive referendum to voters on its own motion and have such proposition appear on the general village election ballot.

Thursday, March 3, 2022 – First registration day in villages with two registration days.

Election Law § 15-118(5). Twelve days before the general village election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Friday, March 4, 2022 – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 11 days before the election.

Friday, March 4, 2022 – Last day individuals may register with the county board of elections to be eligible to vote in the village election.

Election Law § 15-118(2). At least 10 days before the election.

NOTE: At least 10 days before the election is Saturday, March 5th. As county boards of election are closed on Saturdays, the last day to register and ensure voter eligibility is Friday, March 4th.

Saturday, March 5, 2022 – Last day for the village clerk to publish notice setting forth the (1) polling place in each district, (2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), (3) names and addresses of candidates, offices, and term nominated for, and (4) abstract of any proposition. The notice must also be posted in six (6) conspicuous places in the village and at each polling place at least one (1) day before the election. *Election Law §§ 15-104(3)(c) and (4). Notice must be published at least 10 days prior to general village election. Notice must be posted at least 1 day prior to the general village election.*

NOTE: If the village fails to publish or post required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given (see Election Law § 15-104 (5)).

Saturday, March 5, 2022 – Registration day in villages with one registration day. For villages with two registration days, this is the second registration day.

Election Law § 15-118(5). Ten days prior to election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Tuesday, March 8, 2022 – Last day for the board of elections to provide a list of registered voters to the village clerk.

Election Law § 5-612(1). At least seven (7) days prior to general village election.

NOTE: The village clerk must contact the county board of elections for a list of registered voters.

Tuesday, March 8, 2022 – Last day for the village clerk to receive applications for absentee ballots to be mailed to qualified voters.

Election Law § 15-120(5). At least seven (7) days prior to election.

Wednesday, March 9, 2022 – Last day for the village clerk to mail absentee ballots to qualified voters.

Election Law § 15-120(6). Not later than six (6) days before the village election.

Sunday, March 13, 2022 – Sample ballots must be made available for public inspection not later than this day.

Election Law § 7-128(1). Not later than two (2) days prior to the election.

NOTE: NYCOM recommends that the clerk prepare a draft of the ballot and give the candidates an opportunity to review it as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots.

Monday, March 14, 2022 – Last day for the village clerk to receive personal applications for an absentee ballot from applicant or applicant's agent. Upon receiving an application, the clerk must deliver the absentee ballot to the applicant or their agent named in the application.

Election Law § 15-120(5). Not later than one (1) day prior to the election.

Tuesday, March 15, 2022 – The village election.

Election Law § 15-104(1)(a). March village elections held on the third Tuesday of March.

Tuesday, March 15, 2022 – Village clerk must deliver the absentee ballots to the board of inspectors of the proper election district.

Election Law § 15-120(8). On the day of the general village election. Last day for the village clerk to receive absentee ballots in person or by mail.

NOTE: Absentee ballots cast in village elections must be received by the date of the general village election in order to be canvassed. Absentee ballots may be delivered to the village clerk or the board of inspectors in the proper election district on the day of the general village election.

Wednesday, March 16, 2022 – Inspectors must file a certificate of canvass of voters with the village clerk.

Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.

Wednesday, March 16, 2022 – The board of trustees must meet to canvass the election returns when a village has more than one election district.

Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.

Thursday, March 17, 2022 – The last day a recanvass of the vote may be requested.

Election Law § 15-126(3). Not later than two (2) days after the date of the election.

NOTE: The clerk may, upon his or her own volition, and must, upon the written request of any candidate, cause a recanvass of the votes cast in the village election.

Friday, March 18, 2022 – The deadline by which the clerk must notify the county board of elections of a request for recanvass.

Election Law § 15-126(3). Within one (1) day after receiving the written request.

NOTE: This is the last possible date the clerk may notify the county board of elections of the request to recanvass. If the clerk receives the written request prior to Friday, March 18th, he or she has one day to notify the county board of elections.

Friday, March 18, 2022 – Last day for the village clerk to notify the winners of the election the results and that they must file an oath of office with the village clerk within 30 days of the commencement of their term.

Election Law § 15-128. Within three (3) days after the village election.

Monday, April 11, 2022 – Deadline for filing the third statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be no later than 27 days after the election.

Thursday, May 5, 2022 – Deadline to file the oath of office.

Public Officers Law §§ 10 and 30. Every officer must take and file the oath of office prior to assuming their office and within 30 days of the commencement of their term of office. If an elected official fails to file their oath of office within the required 30 days, a vacancy is created in their office.

NOTE: Elected officers may take and file their oaths of office any time after the results of the election are certified pursuant to Election Law § 15-126.



The New York State Conference of Mayors and Municipal Officials (NYCOM) is an association of, and for, cities and villages in New York. Since 1910, NYCOM has united local government officials in an active statewide network focused on the singular purpose of finding the most effective means of providing essential municipal services. Through the active participation of our membership, which represents more than 12 million New Yorkers, NYCOM is an aggressive advocate for city and village interests before the Executive, Legislative and Judicial branches of state government. Our association is a readily accessible source of practical information touching upon every area of municipal activity, and is also a leader in the on-going training and education of local officials.