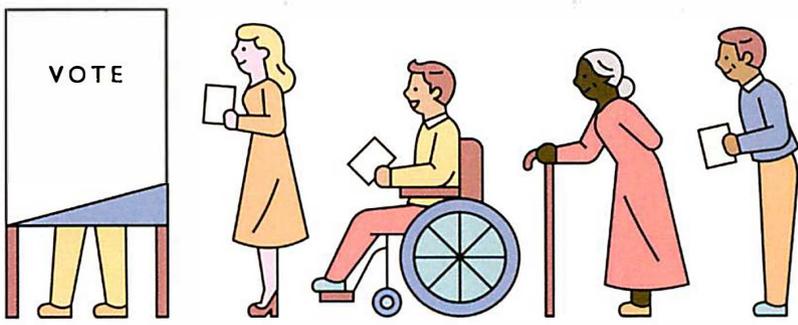


# Annual Village Elections Calendar of Dates



**March Election**  
Tuesday, March 21, 2023

**June Election**  
Tuesday, June 20, 2023



# 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.*

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NYCOM members may obtain more copies of the

# 2023 Calendar of Dates for Annual Village Elections

by contacting the NYCOM office at:

119 Washington Avenue

Albany, NY 12210

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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 2022 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 21, 2023

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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 in a village election conducted pursuant to Article 15 of the Election Law.*

*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	2023 Date
<b>New Year's Day</b> January 1 <sup>st</sup>	(observed) Monday, January 2, 2023
<b>Dr. Martin Luther King, Jr. Day</b> Third Monday in January	Monday, January 16, 2023
<b>Lincoln's Birthday</b> February 12 <sup>th</sup>	(observed) Monday, February 13, 2023
<b>Washington's Birthday</b> Third Monday in February	Monday, February 20, 2023
<b>Memorial Day</b> Last Monday in May	Monday, May 29, 2023
<b>Flag Day</b> Second Sunday in June	Sunday, June 11, 2023
<b>Junteeth</b> June 19 <sup>th</sup>	Monday, June 19, 2023
<b>Independence Day</b> July 4 <sup>th</sup>	Tuesday, July 4, 2023
<b>Labor Day</b> First Monday in September	Monday, September 4, 2023
<b>Columbus Day</b> Second Monday in October	Monday, October 9, 2023
<b>Veterans' Day</b> November 11 <sup>th</sup>	Saturday, November 11, 2023
<b>Thanksgiving Day</b> Fourth Thursday in November	Thursday, November 23, 2023
<b>Christmas Day</b> December 25 <sup>th</sup>	Monday, December 25, 2023

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 were 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 1<sup>st</sup>, and on or before March 1<sup>st</sup>, the proposition must be placed on the ballot for the March election.
- **June Election** – If the petition is filed on or after April 1<sup>st</sup>, and on or before June 1<sup>st</sup>, 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 1<sup>st</sup> and before January 1<sup>st</sup>, a special election must be held.
- **June Election** – If a petition is filed after June 1<sup>st</sup> and before April 1<sup>st</sup>, 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](http://www.nycom.org).

## **Number of Signatures Required for Valid Independent Nominating Petition**

In villages with populations of 5,000 or more, at least 100 registered voters must sign the independent nominating petition. In villages of at least 3,000 residents but less than 5,000 residents, at least 75 registered voters must sign the petition. In villages with populations of at least 1,000 residents but less than 3,000 residents, at least 50 registered voters must sign the petition. In villages with populations of less than 1,000 residents, at least 5% of the number of registered voters that were registered during the last regular village election must sign the petition (see, Election Law § 15-108(6)).

Population			
0 – 999	1,000 - 2,999	3,000 - 4,999	5,000 +
5% of <b>registered</b> voters	50	75	100

Minimum number of required signers

Many questions arise concerning villages with populations under 1,000. Although the language of the statute seems to imply that 5% of those who actually voted in the last village election must sign the petition, the New York State Board of Elections has stated that 5% of the registered voters in the village at the time of last election must sign the nominating petition. For example, if at the last regular village election, 500 of the village's 900 residents were registered to vote but only 100 residents actually voted, the petition would have to be signed by 25 registered voters ( $500 \times 0.05 = 25$ ).

### **Timely Filing of Petitions and Papers**

Petitions must be rejected if not timely filed. Additionally, all papers (e.g. petitions, certificates of acceptance/declination, written objections, written specifications, etc.) that are not filed within the time prescribed by the Election Law are **NOT** valid.

As stated above, Election Law § 1-106, requires any paper that must be filed pursuant to the Election Law, must be filed between 9:00 A.M. and 5:00 P.M., unless otherwise specifically provided by law.

**NOTE: Clerks MUST provide for acceptance of filings until 5:00 P.M. on the last day of a filing, even if normal business hours of the office end earlier than 5:00 P.M.**

## **March Village Election ▪ Tuesday, March 21, 2023**

*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 21, 2022** – 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 months prior to the election.*

**Monday, November 21, 2022** – 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 months prior to the election.*

**Monday, November 21, 2022** – 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 months prior to the election.*

**Monday, November 21, 2022** – First day that the village clerk may accept absentee ballot applications.

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

**Monday, November 21, 2022** – Last day to divide the village into election districts.

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

**Tuesday, December 6, 2022** – First day that an individual may sign a party primary designating petition.

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

**Friday, December 30, 2022** – 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.*

**Sunday, January 1, 2023** – 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 1<sup>st</sup> or after March 1<sup>st</sup> 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](http://www.nycom.org).*

**Tuesday, January 3, 2023** – First day that individuals may sign independent nominating petitions.

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

**Thursday, January 5, 2023** – 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 75 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 75 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](http://www.nycom.org).*

**Monday, January 9, 2023** – 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 10, 2023 to Tuesday, January 17, 2023** – First day political parties may publish notice of a party caucus in a newspaper.

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

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

**Thursday, January 12, 2023 to Friday, January 20, 2023** – Last day to file a declination of a party primary designation.

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

*NOTE: Within one day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition. Failure to designate a committee to fill vacancies on the petition will not invalidate the petition, but a vacancy will not be filled in the event of a declination.*

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

**Tuesday, January 17, 2023 to Monday, January 23, 2023** – 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: 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, 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. Thus if 10 days before a scheduled caucus falls on Saturday, January 14<sup>th</sup>, Sunday January 15<sup>th</sup>, or Monday, January 16<sup>th</sup>, the posting and filing deadline is extended to Tuesday, January 17<sup>th</sup> because Monday, January 16<sup>th</sup> is Dr. Martin Luther King Jr. Day. Similarly, if the last day to post and file notice falls on Saturday, January 21<sup>st</sup>, then the posting deadline is extended to Monday, January 23<sup>rd</sup>.*

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

**Tuesday, January 17, 2023** – 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.*

*NOTE: Fifteen days before the primary is Monday, January 16<sup>th</sup>, which is Dr. Martin Luther King Jr. Day. When the last day to file a party designating petition falls on a public holiday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.*

**Wednesday, January 18, 2023** – Last day to file written objections to party primary designating petitions.

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

**Thursday, January 19, 2023** – 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.*

**Friday, January 20, 2023** – 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 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 18<sup>th</sup>, the written specifications will be due before January 20<sup>th</sup>; the exact date is dependent upon the filing date of the objection. For example, if a written objection was filed on Wednesday, January 11<sup>th</sup>, the written specifications would be due on Friday, January 13<sup>th</sup>.*

**Friday, January 20, 2023** – 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 20, 2023** – 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 24, 2023** – 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 nor less than one week before the caucus, or*
- b) post notice of the caucus in six 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 26, 2023** – 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 31, 2023** – 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 newspaper of general circulation within the village of the primary at least once a week for two weeks prior to the primary. Election Law § 15-108(2)(b).*

**Tuesday, January 31, 2023** – 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 nor less than one week before the caucus, or*
- b) post notice of the caucus in six 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, February 2, 2023** – 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 participants must be filed within five 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, February 3, 2023** – Last day to file written objections to certificates of party nomination.

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

**Monday, February 6, 2023** – 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, February 5<sup>th</sup>. 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, February 6, 2023** – 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 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, February 2<sup>nd</sup>, or Friday, February 3<sup>rd</sup>, the last day to file written specifications on the objection would be on Saturday, February 4<sup>th</sup> or Sunday, February 5<sup>th</sup>, respectively. Pursuant to Election Law § 1-106, the last day to file is extended to the next business day, which is Monday, February 6<sup>th</sup>.*

*NOTE: The exact date depends upon the date the written objections are filed.*

**Tuesday, February 7, 2023** – 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 8, 2023** – 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 9, 2023** – 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 10, 2023** – 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 12, 2023** – 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 14, 2023** – 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 15, 2023** – Last day to file written objections to independent nominating petitions.

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

**Friday, February 17, 2023** – 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 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 15<sup>th</sup>, the written specifications will be due before Friday, February 17<sup>th</sup>. The date depends on when the objection is filed.*

**Friday, February 17, 2023** – Last day to file a 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 days after the last day to file the petition.*

**Friday, February 17, 2023** – 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 17, 2023** – 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 19, 2023** – 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.*

**Tuesday, February 21, 2023** – 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 days after the last day to file a certificate of declination.*

*NOTE: Three days after the last day to file a certificate of declination of an independent nomination is Monday, February 20<sup>th</sup>, which is Washington's Birthday. When the deadline to file a certificate to fill a vacancy caused by the declination of an independent nomination falls on a public holiday, then, pursuant to Election Law § 1-106, the last day to file the certificate is extended to the next business day.*

**Friday, February 24, 2023 (Approximately)** – NYCOM recommends that the clerk prepare a draft of the ballot and provide the candidates with an opportunity to review the draft 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 finalized 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 1<sup>st</sup> and on or before March 1<sup>st</sup> 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 1<sup>st</sup> and on or before March 1<sup>st</sup> 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 27, 2023** – 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, March 1, 2023** – 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.*

**Wednesday, March 1, 2023** – 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 1<sup>st</sup> or after March 1<sup>st</sup> 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 9, 2023** – 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 10, 2023** – 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 10, 2023** – 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 11<sup>th</sup>. As county boards of election are closed on Saturdays, the last day to register and ensure voter eligibility is Friday, March 10<sup>th</sup>.

**Saturday, March 11, 2023** – 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 conspicuous places in the village and at each polling place at least one 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 one 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. Election Law § 15-104(5).*

**Saturday, March 11, 2023** – 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). 10 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 14, 2023** – 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 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 14, 2023** – 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 days prior to election.*

**Wednesday, March 15, 2023** – Last day for the village clerk to mail absentee ballots to qualified voters.

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

**Sunday, March 19, 2023** – Sample ballots must be made available for public inspection not later than this day.

*Election Law § 7-128(1). Not later than two 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 20, 2023** – 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 day prior to the election.*

**Tuesday, March 21, 2023** – The village election.

*Election Law § 15-104(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.*

**Tuesday, March 21, 2023** – 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 close of the polls on 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 until the close of the polls.*

**Wednesday, March 22, 2023** – 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 22, 2023** – 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 23, 2023** – The last day a recanvass of the vote may be requested.

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

*NOTE: The village clerk may, of 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 24, 2023** – The deadline by which the village clerk must notify the county board of elections of a request for recanvass.

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

*NOTE: This is the last possible date the village clerk may notify the county board of elections of the request to recanvass. If the village clerk receives the written request prior to Thursday, March 23<sup>rd</sup>, he or she has one day to notify the county board of elections.*

**Friday, March 24, 2023** – 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 days after the village election.*

**Monday, April 3, 2023** – Start of the village's official year.

*Village Law § 3-302. The official year begins at noon on the first Monday in the month following the date of the general village election or the date such an election would have been held had elections been held annually.*

**Monday, April 17, 2023** – 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.*

**Wednesday, May 3, 2023** – Deadline for an elected official to file their written oath of office with the village clerk.

*Public Officers Law §§ 10 and 30. Every officer must take and file their written 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 written oaths of office any time after the election results are certified, including prior to the official commencement of their term of office.*



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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.