

## Petition Instructions for Nomination of Candidates

Any person who is qualified to serve as a Member of the Board of Education of the Croton-Harmon Union Free School District may be nominated for candidacy. Under the Education Law, a person is qualified for membership if the candidate:

- Is able to read and write
- Is a qualified voter of the District
- Is a citizen of the United States
- Is at least 18 years of age
- Has not been adjudged an incompetent
- Is not a convicted felon whose maximum prison sentence has not expired or he or she has not been pardoned or discharged from parole
- Has been a District resident continuously for at least one year prior to the election date
- Is not an employee of the District
- Does not hold another, incompatible public office
- Is not the member of the same family as another member of the Board of Education
- Has not been removed from a school district office within one year

The process for nomination of candidates for the office of Member of the Board of Education is as follows: candidates for the office of Member of the Board of Education shall be nominated by petition. Such petition shall be directed to the Clerk of the School District, shall be signed by 38 qualified voters of the district, shall state the residence of each signer, and shall state the name and residence of the candidate. Each petition shall be filed with the Clerk of the District not later than the 30th day (excluding Saturdays, Sundays, and holidays) preceding the school meeting or election at which the candidates so nominated to be elected, which is April 17, 2023 no later than 5pm

A candidate's position on the voting ballot will be determined by a lot drawing to be held on the day after the last possible date for candidates to file a petition. The lot drawing will be held on April 18, 2023 at 10 am in the Office of the Clerk of the School District.

Chapter 359 of the Laws of 1978 requires that all candidates for election to a Board of Education should file sworn statements of campaign expenses. An initial statement must be filed on or before the thirtieth (30th) day preceding the election April 17, 2023 a second statement must be filed on or before the fifth (5th) day preceding the election May 11, 2023, and a final statement must be filed on or before the twentieth (20th) day after the election June 6, 2023.

The Westchester-Putnam School Boards Association (WPSBA) will hold a free workshop on April 13, 2023 for prospective school board members. To register for this free virtual workshop, please register at

[WPSBA Prospective School Board Member Virtual Workshop](#). Alternatively, call WPSBA at 914-345-8737



## INSTRUCTIONS FOR FILING OF EXPENDITURE STATEMENTS BY CANDIDATES FOR MEMBERSHIP ON BOARD OF EDUCATION

New York State Education Law Article 32 states: "Any candidate for election to the Board of Education shall file sworn statements with the Clerk of the School District in which he/she is a candidate and the Commissioner of Education setting forth all moneys or other valuable things, paid, given, expended or promised by him/her, or incurred for or on his/her behalf with his/her approval to be filed with the aforesaid clerk and commissioner by a person, firm, association or corporation, to aid his/her own nomination or election, or to aid or influence the nomination or defeat of any candidate to be voted for at the election. Any candidate for election, if he/she expended nothing or his/her only expenditures were for personal expenses which when taken together with the total expenditures incurred by others on his/her behalf and with his/her approval do not exceed five hundred dollars, shall not be required to file any statements with the Commissioner of Education; however, such candidate shall file with the Clerk of the School District a sworn statement to the effect that his/her election expenditures did not exceed five hundred dollars."

"No person or persons shall make expenditures on behalf of a candidate without his/her approval unless such person or persons file a sworn statement with the Clerk and Commissioner stating that the candidate did not approve such expenditure. Such expenditure shall be limited to twenty-five dollars as set forth in (above) paragraph."

"For purposes of this section, personal expenses shall include only payments for traveling expenses and expenses incidental thereto, for writing, printing and preparing the transmission of any letter, circular, or other publication not issued at regular intervals, containing a statement of the position or views of the candidate or person upon public or other questions, for stationery and postage and for telegraph, telephone and other public messenger service; but all such expenses shall be limited to those which are directly and personally incurred and paid by the candidate."

1. The schedule for filing the statements prescribed above shall be as follows:
  - a. *The **first statement** shall be filed on or before the thirtieth day preceding the election to which it relates (**April 17, 2023**);*
  - b. *The **second statement** shall be filed on or before the fifth day preceding the election (**May 11, 2023**);*
  - c. *The **third statement** shall be filed within twenty days after the election (**June 6, 2023**).*
  
2. Each statement shall cover the period up to and including the day next proceeding the day herein specified for the filing thereof.
  
3. It is not necessary to itemize the data previously reported in any prior statement. But each statement must include a summary of all expenditures and contributions and other particulars reported in any previous statements.

4. A statement shall be deemed properly filed when deposited in an established post office within the prescribed time, duly stamped, registered and directed to the Clerk of the School District and to the Commissioner of Education. In the event it is not received, a duplicate of such statement shall be promptly filed upon notice of the school district administrative officer and/or the commissioner of its non-receipt. Each statement shall be preserved for a period of three years from the date of filing and shall be considered part of the public records and shall be open to public inspection.

In accordance with Sections 1528 and 1529 of the Education Law, as recently revised, all candidates for member of the Board of Education must file **three** campaign expenditure and contribution statements.

- The first statement is due on or before the 30th day before the election
- The second statement is due on or before the 5th day before the election; and
- The third statement is due within 20 days after the election.

If a Board candidate expends and/or others expend on his/her behalf less than \$500, and the aggregate amount of contributions to the candidate does not exceed \$500, a sworn statement to that effect must be filed with the District Clerk.

If a Board candidate expends more than \$500 or receives more than \$500 in contributions or loans, a sworn statement must be filed with both the District Clerk and the Commissioner of Education.

If the expenditures and/or contributions are more than \$500, the expenditure and contribution statements must include the following information:

- dollar amount of any contribution or transfer or the fair market value of any item which is other than money; the name and address of the transferor, contributor or person from whom received;
- if the transferor or contributor is a political committee, the date of receipt, the dollar amount of every expenditure, and the name and address of the person to whom it was made; the date of the expenditure(s) and a description of the expenditure(s).

Any contribution or loan that exceeds \$1,000 received after the close of the period covered in the last statement before the election must be reported within 24 hours after receipt. That statement must be completed, signed by the candidate and notarized.

This includes payments for travel expenses, writing, printing and transmission costs of any letter, circular or other publication containing a statement of position or views of the candidate or other person upon public or, other questions, including stationery, and postage, telegraph, telephone and public messenger service.

**1st CANDIDATE'S STATEMENT**

(\$500 or less)

(Due on or before April 17, 2023)

DATE OF FILING \_\_\_\_\_ DATE OF ELECTION May 16, 2023

CANDIDATE'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

SCHOOL DISTRICT CROTON-HARMON UFSD

I, \_\_\_\_\_, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **did not exceed \$500.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me the

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,

By \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**NOTE:** One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 *and one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, **only if amount exceeds \$500.00.***

**1st CANDIDATE'S STATEMENT**

(More than \$500)

(Due on or before April 17, 2023)

DATE OF FILING \_\_\_\_\_ DATE OF ELECTION May 16, 2023

CANDIDATE'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

SCHOOL DISTRICT CROTON-HARMON UFSD

I, \_\_\_\_\_, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **did exceed \$500. See attached itemized listing of expenses.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me the

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,

By \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

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**NOTE:** One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and *one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, only if amount exceeds \$500.00*

**2nd CANDIDATE'S STATEMENT**

(\$500 or less)

(Due on or before May 11, 2023)

DATE OF FILING \_\_\_\_\_ DATE OF ELECTION May 16, 2023

CANDIDATE'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

SCHOOL DISTRICT CROTON-HARMON UFSD

I, \_\_\_\_\_, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **did not exceed \$500.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me the

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,

By \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

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**NOTE:** One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and *one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, only if amount exceeds \$500.00*

**2nd CANDIDATE'S STATEMENT**

(more than \$500)

(Due on or before May 11, 2023)

DATE OF FILING \_\_\_\_\_ DATE OF ELECTION May 16, 2023

CANDIDATE'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

SCHOOL DISTRICT CROTON-HARMON UESD

I, \_\_\_\_\_, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **exceeded \$500. See attached itemized listing of expenses.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me the

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,

By \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

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**3rd CANDIDATE'S STATEMENT**

(\$500 or less)

(Due on or before June 6, 2023)

DATE OF FILING \_\_\_\_\_ DATE OF ELECTION \_\_\_May 16, 2023\_\_\_

CANDIDATE'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

SCHOOL DISTRICT \_\_\_\_\_ CROTON-HARMON UFSD \_\_\_\_\_

I, \_\_\_\_\_, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval did not exceed \$500.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me the

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,

By \_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

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**NOTE:** One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and *one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, only if amount exceeds \$500.00*

**3rd CANDIDATE'S STATEMENT**

(more than \$500)

(Due on or before June 6, 2023)

DATE OF FILING \_\_\_\_\_ DATE OF ELECTION May 16, 2023

CANDIDATE'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_

SCHOOL DISTRICT CROTON-HARMON UFSD

I, \_\_\_\_\_, candidate for the office of Member of the Board of Education, Croton-Harmon Union Free School District, do hereby declare that the total expenditures incurred by others and me on my behalf with my approval **exceeded \$500. See attached itemized listing of expenses.**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me the

\_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,

By \_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

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**NOTE:** One copy is to be filed with the District Clerk, Croton-Harmon Union Free School District, 10 Gerstein Street, Croton-on-Hudson, New York 10520 and one copy is to be forwarded to the Commissioner of Education, Room 1711, Twin Towers, 99 Washington Avenue, Albany, New York 12230, **only if amount exceeds \$500.00**