

**Board of Education Policy**

ANNUAL DISTRICT MEETING

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The District shall hold an Annual District Meeting at which the District's authorized voters will elect members of the Board of Education and vote on the District budget for the coming school year. The Annual District Meeting shall be held on the third Tuesday in May unless it conflicts with a religious observance, in which case the Board may request permission from the Commissioner to hold the meeting on the second Tuesday in May. The request is due to the Commissioner before March 1<sup>st</sup>.

The District Clerk shall publish a notice in two newspapers, if there are two, having general circulation within the District, of the time and place of the Annual District Meeting at least four times within the seven weeks before the meeting. The first publication of the notice must be at least forty-five (45) days before the meeting in a newspaper having general circulation within the school district. The notice shall also include a presentation of and explanation of any special propositions that are being presented to the voters, and any other matter required by law.

The District budget newsletter shall also be used to communicate the notice of the Annual District Meeting, the qualifications of voters, and detailed statements of the sums necessary for the various budgetary expenditures of the District.

The budget hearing shall be held not less than seven (7) or more than fourteen (14) days prior to the Annual District Meeting.

Copies of the budget to be voted upon at the Annual District Meeting shall be made available upon request in each District school building, at the District's offices, at any public library or free association library within the District, for District residents at the time of the Annual District Meeting and the fourteen (14) days preceding (other than Saturdays, Sundays, and holidays) as well as on the District's internet website.

The Board shall appoint assistant clerks and election inspectors necessary for the annual election and budget vote at a Board meeting held before the annual election and budget vote.

***Propositions***

The following rules concerning the submission of petitions to the Board to place propositions on the ballot that may amend the budget shall be observed:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain the greater of twenty-five (25) signatures of qualified voters of the District, or five percent (5%) of the number of qualified voters who voted at the last Annual District Meeting;
2. Petitions must be filed with the District Clerk at least thirty (30) days before the Annual District Meeting, except for petitions relating to a proposition that must be included in the notice of the Annual District Meeting (e.g., changing the number of Board members). Such petitions must be submitted sixty (60) days before the Annual District Meeting;
3. Propositions must include the specific appropriations necessary for the purposes listed; and

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4. The wording of a petition must comply with legal requirements. If the wording does not comply, the Board may change or alter it, or reject it.

Propositions received in accordance with these rules will be placed on the ballot as amendments and will be voted on by the qualified voters of the District in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot that is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

***Improper Advocacy***

The District may provide informational material to the voters concerning budgets, propositions, or other matters before the electorate. However, school district funds and resources may not be used to exhort voters to support a particular position. For example, the district will not engage in activities including, but not limited to, sending flyers supporting the budget home with students, providing mailing labels for materials supporting a proposition or using the district e-mail to deliver promotional material for candidates.

**Reference:** Education Law §§ 416(3), 1716, 2002(1), 2004, 2009, 2021, 2022, 2035

**Adopted:** 12/08/1994

**Reviewed:** 02/13/2002 12/14/2005 11/19/2014 11/14/2018 12/13/2023

**Revised:** 02/13/2002 12/14/2005 12/17/2014 12/12/2018 01/24/2024