

ABSENTEE BALLOTS**Eligibility**
Section 9560.2a

A person shall be entitled to apply for an absentee ballot to vote in all school district elections for members of the Board of Education, Patchogue-Medford Library Board of Trustees, budgets and all propositions and questions if he or she will be unable to appear to vote in person on the day of the election because he or she is or will be on that day:

- A. A patient in a hospital or unable to appear personally at the polling place because of illness or physical disability; or
- B. Unable to appear because of his or her duties, occupation, business or studies which will require him or her to be outside of Suffolk County; or
- C. Unable to appear at the polls because he or she will be on vacation outside of Suffolk County on that day; or
- D. Absent from his or her voting residence because he or she is detained in jail awaiting action by a grand jury or awaiting trial or is confined in prison after conviction for an offense other than a felony.

Eligibility of Spouse, Parent or Child
Section 9560.2b

When a person is deemed entitled to vote in accordance with the above, his or her spouse, parent or child, if also a qualified voter and a resident of the same school district, shall be entitled to vote as an absentee voter upon personally making and signing an application in accordance with the above and showing that he or she expects to be absent from the school district on the day of the election because of accompanying or being with the spouse, child or parent who is deemed a qualified voter entitled to apply for an absentee ballot.

Permanently Disabled Voters
Section 9560.2c

An applicant whose ability to appear personally at the polling place of the school district of which he/she is a qualified voter is substantially impaired by reason of permanent illness or physical disability and whose registration record has been marked "permanently disabled" by the Suffolk County Board of Elections shall be entitled to receive an absentee ballot without making

Absentee Ballots (Continued)**Permanently Disabled Voters, Section 9560.2c (Continued)**

separate application pursuant to the above provisions. The school district clerk, upon being advised by the Suffolk County Board of Elections that the registration record of a voter is marked "permanently disabled" shall send an absentee ballot to such voter at his/her last known address. The school district clerk shall make an appropriate entry on the registration indicating the fact that an absentee ballot was sent and the date of mailing.

Applications
Section 9560.2d

- A. Applications for absentee ballots may be obtained at the office of the District Clerk, Administrative Center, Patchogue-Medford Schools, 241 South Ocean Avenue, Patchogue, New York, between the hours of 9 a.m. and 3 p.m., Monday through Friday, on days when school is in session. Applications will be available beginning at 9 a.m. thirty days preceding the referendum. Applications will also be available on the district website.
- B. The application must be made on the form provided by the New York State Department of Education.
- C. If the reason for absence is that his or her duties, occupation, business or studies are of such a nature as ordinarily require such absence, a brief description of the duties, occupation, business or studies shall be set forth in the application. Where the duties, occupation, business or studies do not ordinarily require such absence, the application must contain a statement of the special circumstances requiring the absence.
- D. The application must be received by the district clerk at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered in person to the voter or their authorized representative, as stated on the Application for Absentee Ballot.

A person who shall make any material false statement in the statement of absentee voter shall be guilty of a misdemeanor.

Absentee Ballots (Continued)**Verification of Application**
Section 9560.2e

- A. The school district clerk, who shall be appointed by the Board of Education as an election registrar and as an election teller, shall examine each application for an absentee ballot and upon making such inquiry, shall satisfy himself/herself that the applicant is a qualified voter of the district and entitled to vote by absentee ballot. The district clerk shall then place the absentee voter's name upon the register, and thereupon the applicant shall be issued or mailed an absentee voter's ballot. The district clerk shall make an appropriate entry on the register indicating that an absentee ballot has been applied for by, and issued to, the applicant.
- B. The school district clerk shall make a list of all persons to whom absentee voter's ballots shall have been issued and file the list in the office of the district clerk where it shall be available for public inspection during regular office hours until the day of the election. Any qualified voter may, upon examination of such list, file a written challenge of the qualifications as a voter of any person whose name appears on the list, stating the reasons for the challenge.
- C. The list shall also be posted in a conspicuous place, at the polling places during the election, and any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on the list by making his challenge and the reason therefor known to the tellers before the close of the polls.
- D. The school district clerk may require an applicant, a signatory witness or a challenger to present himself/herself at the office of the district clerk of the school district and to be examined by the district clerk as to any matter in relation to the use of an absentee ballot.

Form of Ballot
Section 9560.2f

- A. Absentee ballots shall, as nearly as practicable, be in the same form as those to be voted at the district election. If the vote shall conform to that part of the regular ballot which relates to the election of school board members, library trustees and voting upon budgets and propositions. If the vote at the election shall be by

Absentee Ballots (Continued)
Form of Ballot, Section 9560.2f (Continued)

voting machine, the absentee ballot shall conform as closely as possible to the manner in which the questions, propositions and names of the candidates appear on the voting machines, except that the absentee ballot shall also contain a space for write-in or write-ins. Such absentee ballots shall also contain instructions as to the proper marking of them. On the back of the absentee ballots, the words "ABSENTEE BALLOT," including the date of the vote and the directions for the voter to follow, shall be printed.

Canvass of Absentee Ballots
Section 9560.2g

- A. No absentee voter's ballot shall be canvassed unless it shall have been received in the office of the district clerk of the school district not later than 5 p.m. on the day of the election.
- B. The district clerk shall, after 5 p.m. but before the polls close on the day of the election, transmit all absentee voter's envelopes received by the district clerk to the election tellers at the polling place where the absentee voter is registered.
- C. When the absentee voter's envelopes are delivered by the district clerk to the polling place during the election, the tellers shall examine them immediately after the closing of the polls. The tellers shall compare the signature, if any, on each envelope with the signature, if any, on the register, of the person of the same name who registered from the same address. If a person whose name is on an envelope as a voter shall have already voted in person at the school district election, or, if his or her name, residence and signature, as stated on the envelope, are not on the register, or if there is no signature on the envelope, this envelope shall be laid aside unopened and be returned unopened to the district clerk. If the person is found to be registered and has not voted in person, and if no objection is made, or if an objection made is not sustained, the envelope shall be deposited in the ballot box. At the time of the deposit of the ballot, the tellers shall enter the words "VOTED ABSENTEE" at an appropriate place in the register.
- D. During the examination of the ballot, any qualified voter present in the polling place may object to the voting of the ballot contained in any envelope on appropriate grounds, using the appropriate form. A teller shall make an objection if he/she knows or suspects that the person named on the envelope is not a qualified voter. The election tellers shall forthwith communicate any written

Absentee Ballots (Continued)**Canvass of Absentee Ballots, Section 9560.2g (Continued)**

challenge to the district clerk. The district clerk will then determine the validity of the challenge and enter his or her determination in the appropriate field of the challenge form.

Should the district clerk sustain the objection, his or her determination shall be similarly endorsed upon the envelope, the envelope shall not be opened, nor the ballots therein canvassed, and such envelope shall be retained by the district clerk for the period prescribed by the record retention schedule. If the district clerk or tellers are in receipt of an envelope endorsed with the name of a person who, to the knowledge of the district clerk or tellers is deceased on the day of the election, the envelope shall remain unopened and returned to the district clerk with the words "DECEASED" endorsed on the envelope and such envelope shall be retained by the district clerk for the period prescribed by the record retention schedule.

- E. If the tellers receive an envelope which upon opening contains no ballot, the tellers shall make a memorandum showing that the ballot is missing. When the casting of absentee ballots is completed, the tellers shall determine the number of such ballots which have been deposited in the ballot box by deducting from the number of envelopes opened, the number of missing ballots, and shall make a separate return thereof in duplicate. The number of absentee voters' ballots deposited in the ballot box shall be added to the number of other ballots deposited in the ballot box in order to determine the number of all ballots to be accounted for in the ballot box. The ballot shall then be counted or canvassed by the tellers, along with the other ballots cast at the district election or, where voting machines are used, shall be added to the votes recorded on the machines.

Statutory authority for the foregoing bylaw may be found in Education Law Section 2018-a (amended 1984).

Policy Adopted:

November 18, 1984

Policy Revised:

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Policy Revised:

October 18, 2021