

VOTING PROCEDURES

I. Eligibility to Vote

- A. A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:
 - 1. A citizen of the United States;
 - 2. At least eighteen years of age;
 - 3. A resident within the school district for a period of thirty days preceding the election at which such person offers to vote;
 - 4. Qualified to register or is registered to vote in accord with Section 5 - 106 of the NYS Election Law.
 - 5. Capable of providing one form of proof of residency including either a driver's license, a non-driver identification or a utility bill. Such voters must also provide their signature, printed name and address.
- B. Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. As provided in Section 2025 of the Education Law, each annual or special election or meeting shall have a presiding chairperson appointed by the Board of Education. Such chairperson shall have the responsibility of properly handling any challenges to the qualification of any voter.

II. Voting

- A. Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be an emergency situation. If this should arise, paper ballots will be used.
- B. Each voting machine shall have at least one Election Inspector appointed by the Board in attendance during all voting hours. It shall be the duty of each Election Inspector to keep a poll list containing the names, signatures, and legal residence of each person before such person is permitted to vote.
- C. Entering a voting machine with another person is prohibited, except upon request from a voter, in which case an Election Inspector shall be allowed to enter the voting machine with that voter for the sole purpose of assisting that person in the

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actual manipulation of the voting machine. The Election Inspector and/or clerk shall not advise or induce such voter to vote on any proposition or candidate, and they shall never reveal the vote(s) recorded by the voter to any other person at any time.

- D. Write-in ballots are permissible, when applicable, by utilizing the ballot provided with the voting machine. If voting machines are not used, ballots containing the names of nominated candidates will be provided by the Board of Education. On a paper ballot, one blank space will be provided under the name of the last candidate for each office so that voters may vote for candidates who have not been nominated for the offices to be filled at the election.
- E. The writing in of a name in the blank space so provided, will sufficiently indicate a vote. It will not be necessary for a voter to place any other mark beside the name of a write-in candidate.

Waterville Central School District

Legal Ref.: Chapter 441 of the Laws of 1980; NYS Education Law §§2012(3), 2025;
NYS Election Law §§ 5-106

Cross Ref: Policy 2203, Voting By Absentee Ballot

Adopted: 11/22/94, 09/10/96

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