

Manhasset Union Free School District

Board of Education Policy Manual

1050 ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

The vote on the District's annual budget and the election of members of the Board of Education (the "Board"), which may be referred to as the annual meeting, or the annual district meeting and election, will be held on the third (3rd) Tuesday in May. If this date conflicts with religious observances, the Board may request no later than March 1st that the Commissioner approve changing the date to the second (2nd) Tuesday in May.

The polls will be open for those hours designated by the District. The following items will be voted upon:

1. The annual school district budget
2. Any vacancies to be filled on the Board, and
3. Any special propositions that have been properly presented.

The District Clerk will publish a notice of the time and place of the Annual District Meeting and Election at least four (4) times within the seven (7) weeks prior, with the first publication at least forty-five (45) days prior in two (2) newspapers having general circulation within the District. The Board will encourage attendance at the Annual District Meeting and Election by the use of various communication media sufficient to reach every resident of the District. The Board welcomes the assistance of interested individuals and groups in this endeavor.

A budget hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the Annual District Meeting and Election.

A copy of the proposed budget may be obtained by any District resident upon request beginning fourteen (14) days prior to the Annual District Meeting and Election (other than Saturday, Sunday and holidays) during certain designated hours at each school building, the District offices, at any public library within the District, at the budget hearing, on the District's website, and at the Annual District Meeting and Election.

I. Propositions

School boards have the authority to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum of one hundred (100) signatures of qualified voters of the District, or five percent (5%) of the number of voters who voted at the last Annual Meeting and Election, whichever is greater.

2. Petitions must be filed with the District Clerk at least thirty (30) days prior to the Annual Meeting and Election, except for petitions relating to a proposition which must be included in the notice of the Annual Meeting and Election. Such propositions must be submitted sixty (60) days in advance of the Annual Meeting and Election to facilitate the preparation and printing of the legal notice and ballots.
3. Each petition will contain a concise statement or summary of the proposition to be placed on the ballot.
4. If a proposition requires the expenditure of money, it must include the necessary specific appropriation, or it may be rejected.
5. Wording of a proposition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.
6. A proposition may be rejected by the Board if it would be confusing to the voters, *e.g.*, another proposition is already on the ballot concerning the same or a similar issue and such proposition would cause difficulty in interpreting voting results.

Propositions received in accordance with these specifications will be placed on the ballot as propositions, except that the Board will not be required to place any proposition on the ballot which is within the exclusive province of the Board, not within the power of the voters, or otherwise forbidden by law.

No proposition involving the budget may be submitted to the voters more than twice within a twelve (12) month period. Once an issue has been placed before the voters in a particular school year, the Board may refuse to place the issue before the voters again in the same year. The Board may also, on its own motion, submit propositions.

II. Candidate Qualifications – Board Member

The qualifications to be a candidate as a member of the Board are that the individual:

1. Must be able to read and write
2. Must be a qualified voter of the District; that is, a citizen of the United States, at least eighteen (18) years of age or older, and eligible under Election Law Section 5-106 and is not subject to any legal impediment(s) which would prevent the individual from performing the duties of a Board member.
3. Must be and have been a resident of the District for at least one (1) year prior to the day of the election
4. May not have been removed from any District office within the preceding year
5. May not reside with another member of the same school board as a member of the same family
6. May not be a current employee of the District, and

7. May not simultaneously hold another incompatible public office.

III. Student Ex-Officio Board of Education Member

The student “member” must be a senior at Manhasset High School and must have attended Manhasset High School for at least two (2) years prior to their selection” Education Law §1702(3). The member will be nominated and appointed by the Student Senate faculty advisor and approved by the Executive Board and the School Administration. Such appointments will be based on the student’s qualifications, experience, attendance, and interest in the position. The selection process will take place at the end of the school year preceding the next term and they will serve for a term of one (1) year, commencing on July 1 and ending on the succeeding June 30.

Student members will not:

- a. be considered a member of the Board of Education for the purpose of establishing a quorum for conducting business;
- b. serve as Board Officers;
- c. have voting privileges;
- d. be permitted to attend Executive Session or any meeting or hearing that is not open to the public (e.g. appeals to Board of Education related to student suspensions, special education classifications or placement determinations and the like);
- e. be permitted to call a special meeting of the Board of Education; or
- f. be permitted to see or discuss documents or information regarding individual district personnel, collective bargaining negotiations, individual student records or any other confidential matters.

IV. Nominations to the Board of Education

An individual who wishes to be a candidate for the office of member of the Board must be nominated by a petition directed to the District Clerk. The petition must contain the signatures and addresses of at least twenty-five (25) qualified voters of the District or two percent (2%) of the voters who voted in the previous election, whichever is greater, and the name and residence of the candidate (the “Nominating Petition”). Nominating Petitions are available in the District Clerk’s office during normal business hours.

The Nominating Petition must be filed with the District Clerk no later than thirty (30) days preceding the Annual Meeting and Election or the Special District Election at which the candidate so nominated is to be elected. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

The District Clerk will supervise the procedure used to establish the order of names on the ballot.

V. Campaigning and Electioneering

The Board follows the rules and regulations of the Commissioner of Education and the Education Law which indicate that a school district may not lend support to partisan activities through the use of district facilities and resources. The District does not permit campaigning or electioneering:

- During the school day on District premises, or
- At any time during school sponsored events which are held in school buildings or on District grounds

Campaigning or electioneering includes advocating on behalf of or in opposition to any candidate or issue to be voted upon at the election. If an individual wishes to distribute or display partisan campaign items/information/literature, during non-school hours (which includes, but is not limited to, the distribution or display of any item of clothing, banner, poster, placard, button, sticker or flyer, etc.), it must be done outside of any school building and in a way which is not intrusive or disruptive of any non-school sponsored events which may be taking place in or outside the school building.

Notwithstanding the foregoing, nothing in this policy will prohibit a candidate for the Board of Education or any other individual from soliciting signatures for a Nominating Petition on District premises during the school day or during school sponsored events (whether or not on a school day), provided that such activity is not intrusive or disruptive to any events which may be taking place in or outside the school building.

Pursuant to Education Law §2031-a, campaigning or electioneering is also prohibited during the hours of any vote within the polling place, or within 100 feet of any entrance to the building where such polling place is located. The District Clerk will provide candidates with poll watcher and electioneering guidelines which must be adhered to on the day of the vote.

VI. Poll Watchers

The Role of a poll watcher is to observe elections at the polling site on behalf of a particular candidate to the Board of education.

Candidates may not serve as poll watchers. Designated poll watchers should notify the District Clerk no less than 72 hours prior to the election to serve as a poll watcher. To help facilitate an orderly functioning of the polling site, candidates for the board of education should ensure the poll watcher scheduling is such that no more than two (1) poll watcher per candidate are present at the polling site at any given time. Poll watchers will **ONLY** be permitted by the voting machines **before poll opening** to observe the set up and polling preparations. Once voting commences poll watchers are NOT permitted near the voting machines or privacy booths.

Poll watchers may not electioneer, be unobtrusive and interfere with the voting process in any manner and adhere to the poll watcher guidelines distributed by the District Clerk. Any questions or concerns should be raised to the District Clerk.

VII. Voter Qualifications

A person shall be entitled to register to vote, who is:

1. A citizen of the United States, and
2. At least 18 years of age, and
3. A resident within the District for a period of thirty (30) days preceding the forthcoming election at which such person desires to vote, and
4. Qualified to register or is registered to vote in accord with section 5-106 of the Election Law

VIII. Board of Registration

The Board will annually designate, not later than the thirtieth (30th) day following the annual meeting or election of the District, four (4) qualified voters of the District to constitute a Board of Registration for the District for a term beginning on the thirtieth (30th) day after an election and ending on the thirtieth (30th) day after the following election.

The Board will designate the days and hours during which the Board of Registration will meet to prepare a register. The last day of this registration shall not be more than fourteen (14) nor fewer than five (5) days preceding an annual or special school meeting or election, and not more than seven (7) nor fewer than two (2) days preceding a special meeting or election.

In addition, registration will be permitted at the Office of the District Clerk during the school day. The Board may choose not to require the Board of Registration to meet at any other times other than during the annual or special meeting or election.

IX. Ballots

Absentee Ballots and absentee ballot application forms, as well as other ballots required by state law, will be made available for all District elections in accordance with the Education Law.

Ref: Education Law §§ 1716, 2002, 2004, 2007, 2012, 2014, 2018, 2018-a, 2021, 2022, 2031-a, 2035; 2102, 2103

Election Law §5-106; 5-612; 5-400

Education Law §§ 1702(3); 1709; 1804(12); 1901(2); 1950(2-c); 2109; 2502(10); 2552; 2553(1-a, (11)

Poll Watchers Guidelines

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June 22, 1995