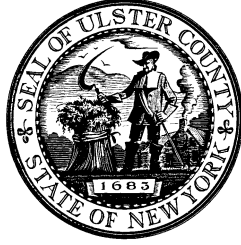


# ULSTER COUNTY BOARD OF ELECTIONS



**THOMAS F. TURCO**  
*Commissioner*  
845-334-5425

**JOHN P. QUIGLEY**  
*Deputy Commissioner*  
845-334-8287

**ASHLEY DITTUS**  
*Commissioner*  
845-334-5430

**JEN FUENTES**  
*Deputy Commissioner*  
845-334-5423

284 Wall Street  
KINGSTON, NEW YORK 12401  
Telephone: 845 334-5470  
FAX: 845 334-5434

## MEMO

To: County/City/Town Chairs  
From: Ashley Dittus, Commissioner  
Thomas F. Turco, Commissioner  
Date: January 28, 2020  
Re: 2020 Caucus Packet

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Accompanying herewith, please find a Caucus Packet for your upcoming Town Caucus. Please pay special attention to filing places and dates.

If you require any further information, such as a list of the enrolled voters in your Town, please do not hesitate to contact our office (845) 334-5470.

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(PARTY)

# CAUCUS NOTICE

NOTICE IS HEREBY GIVEN that a \_\_\_\_\_ Caucus will be  
(PARTY)

held in and for the:

TOWN OF: \_\_\_\_\_

Time/Date: \_\_\_\_\_

Place: \_\_\_\_\_

For the purpose of nominating \_\_\_\_\_ Candidates  
(PARTY)

For  
Town Offices for said Town to be voted for at the  
November 3, 2020 GENERAL ELECTION.

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Dated \_\_\_\_\_ // \_\_\_\_\_ Signed \_\_\_\_\_

AFFIDAVIT OF POSTING OF TOWN CAUCUS NOTICE

State of New York )

County of Ulster )

\_\_\_\_\_ being duly sworn, deposes and says:

1.) That the deponent is a duly enrolled member of the \_\_\_\_\_  
Party currently residing at \_\_\_\_\_  
in the \_\_\_\_\_ Election District of the Town of \_\_\_\_\_,  
County of Ulster and State of New York:

2.) That the deponent posted in the following listed public and conspicuous places  
in the Town of \_\_\_\_\_ at least 10 days prior to the \_\_\_\_\_ day of  
\_\_\_\_\_, said date being set for the Town Caucus of the Town of  
\_\_\_\_\_, a full and complete copy of the Notice of \_\_\_\_\_  
Party Town Caucus.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

OATH OF OFFICE FOR CHAIRMAN AND SECRETARY OF CAUCUS

I SOLEMNLY SWEAR TO UPHOLD THE CONSTITUTION OF THE UNITED STATES, THE CONSTITUTION OF THE STATE OF NEW YORK, THE ELECTION LAW OF THE STATE OF NEW YORK AND THE RULES OF THE ULSTER COUNTY \_\_\_\_\_ PARTY BY PROMISE AND AFFIRMATION BY MY HONOR AND BY MY CONSCIENCE.

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Signature

All matters of procedure shall be governed by ROBERTS RULES OF ORDER, newly revised. This should be announced by the Caucus Chairman after she/he has taken the oath of office.

## PLEASE NOTE THE FOLLOWING

### Rule Limiting Nominees to Enrolled Party Members is Invalid

A town committee can not adopt a caucus rule which mandates that only enrolled members of the party be nominated at caucus as such a rule would violate Election Law 6-120(4) as cited in *Burkwit v. Olson*, 87 A.D.3d 1264 (Fourth Dept.,2011)

# CERTIFICATE OF NOMINATION FOR USE AT TOWN CAUCUS

(Section 6-156, Election Law)

To the Board of Elections of the County of Ulster:

We, the undersigned, Presiding Officer and Secretary, of a meeting held of the enrolled voters of the \_\_\_\_\_ Party held in \_\_\_\_\_ in the County of Ulster held on \_\_\_\_\_ do hereby certify that the following were nominated for offices to be filled at an election to be held at next General Election.

TITLE OF OFFICE	NAME OF CANDIDATE	ADDRESS OF CANDIDATE
<b>SUPERVISOR</b>		
<b>TOWN CLERK</b>		
<b>COLLECTOR</b>		
<b>RECEIVER OF TAXES (First Class Town only)</b>		
<b>SUPERINTENDENT OF HIGHWAYS</b>		
<b>ASSESSOR</b>		
<b>ASSESSOR</b>		
<b>TOWN JUSTICE</b>		
<b>TOWN JUSTICE</b>		
<b>TOWN COUNCILMAN</b>		
<b>TOWN COUNCILMAN</b>		

WE ALSO CERTIFY, That the following were appointed as a Committee to fill vacancies:

\_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_ residing at \_\_\_\_\_

\_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
SECRETARY OF MEETING

**CERTIFICATE OF ACCEPTANCE**

(Section 6-146, Election Law)

I, \_\_\_\_\_, residing at  
(Candidate's Name)

\_\_\_\_\_  
(Address)

having been designated/nominated by the \_\_\_\_\_  
(Name of Party)

Party, as a candidate for the office of \_\_\_\_\_  
(Title of Office and Political Subdivision)

\_\_\_\_\_ district, do hereby ACCEPT such designation/nomination and  
(District Number if any)

consent to be such candidate of such party at a \_\_\_\_\_  
(Special/Primary/General)

election to be held on \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Candidate)

State of New York :

County of \_\_\_\_\_ : ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known and known to me to be the individual described therein, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

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

(Sample Prepared by State Board of Elections)

# CERTIFICATE OF DECLINATION

(Section 6-146, Election Law)

I, \_\_\_\_\_, residing at  
(Candidate's Name)

\_\_\_\_\_  
(Address)

having been designated/nominated by the \_\_\_\_\_  
(Name of Party)

Party, as a candidate for the office of \_\_\_\_\_  
(Title of Office and Political Subdivision)

\_\_\_\_\_ district, at a \_\_\_\_\_  
(District Number if any) (Special/Primary/General)

election to be held on \_\_\_\_\_, 20\_\_\_\_,

do hereby DECLINE such designation/nomination.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Candidate)

State of New York :

County of \_\_\_\_\_ : ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known and known to me to be the individual described therein, and who executed the foregoing instrument, and acknowledged to me that he/she executed the same.

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

(Sample Prepared by State Board of Elections)



**CERTIFICATE OF SUBSTITUTION BY COMMITTEE TO FILL VACANCIES AFTER DECLINATION, DEATH OR DISQUALIFICATION**  
(Section 6-148, Election Law)

WHEREAS, there exists a vacancy in the designation/nomination for the office of \_\_\_\_\_  
(title of office and political subdivision)  
in the \_\_\_\_\_ district by the \_\_\_\_\_ Party caused by the  
(district number if any) (name of party)  
declination/death/disqualification of \_\_\_\_\_  
(name of original candidate)

THEREFORE, WE, the undersigned, constituting a majority of the duly authorized Committee to Fill Vacancies, do hereby certify that we have designated/nominated the following person to fill the above mentioned vacancy:

Name of new candidate: \_\_\_\_\_

Place of residence: \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of vacancy committee member

\_\_\_\_\_  
Signature of vacancy committee member

\_\_\_\_\_  
Signature of vacancy committee member

\_\_\_\_\_  
Signature of vacancy committee member

**AFFIDAVIT**

We, the undersigned, hereby affirm that we constituted a majority of the vacancy committee referred to in the above certificate and that the statements in such certificate are true.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Notary Public

**CONSENT BY SUBSTITUTED CANDIDATE**

I, \_\_\_\_\_ hereby accept the above designation/nomination of the  
(Name of Substituted Candidate)

\_\_\_\_\_ Party, for the office of \_\_\_\_\_,  
(Name of Party) (Title of Office & Political Subdivision) (district # if any)

\_\_\_\_\_  
Signature of Candidate

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_  
to me known and known to me to be the individual described in, and who executed the foregoing instrument,  
and acknowledge to me that he/she executed the same.

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

**CERTIFICATE OF AUTHORIZATION**

(Section 6-120, Election Law)

We, \_\_\_\_\_ and \_\_\_\_\_  
(Presiding Officer) (Secretary)

Presiding Officer and Secretary of the meeting of the \_\_\_\_\_ Party  
of \_\_\_\_\_, DO HEREBY CERTIFY THAT: at a meeting of the  
(Political Subdivision)

\_\_\_\_\_ Committee of the \_\_\_\_\_, Party  
(Political Subdivision)

held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, a quorum being present, said committee, by  
majority vote of the members present, did consent and authorize the nomination/designation of

\_\_\_\_\_ residing at \_\_\_\_\_  
(Name of Candidate) (Place of Residence)

\_\_\_\_\_ for the office of \_\_\_\_\_ as

a candidate of the \_\_\_\_\_ Party for public office indicated, at the

\_\_\_\_\_ Election to be held on \_\_\_\_\_  
(Special/Primary/General) (Date of Election)

Said nomination/designation is authorized pursuant to the provisions of Section 6-120 of  
the New York State Election Law.

IN WITNESS WHERE OF, we have set our hands this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Secretary

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ before me personally came

\_\_\_\_\_ and \_\_\_\_\_  
to me known and known to me to be the persons described in and who executed the foregoing  
instrument and he/she duly acknowledged to me that he/she executed the same.

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