

# 2021 Town Caucus Procedures for Nominating Candidates

1.) **Town Nominations:** Candidates for Town Offices shall be nominated at a Party Caucus held *in accordance with the NYS Political Calendar* by enrolled voters of said party in the Town. This year the first date for holding a caucus is March 2<sup>nd</sup>; the last day is July 22<sup>nd</sup>, however we recommend you hold your Caucus no later than July 20<sup>th</sup> because the last day to file the Certificate of Nomination is July 22<sup>nd</sup> before 5 pm with the UC BOE.

2.) **Notices:** The following must be completed as prescribed below by proper Party Authorities **for your Caucus to be valid:**

a.) **Advertising: Newspaper publication** once within the town at least **one week** and **not more than two weeks** preceding the Caucus; **OR** by posting a **Caucus Notice** in ten public places in the town at least **ten days** preceding the caucus. Notice shall specify the time, place, and the purpose of the caucus.

b.) A copy of your **Notice of Caucus/Caucus Notice** **must** be filed with your **Town Clerk** and the **Ulster County Board of Elections** at least **ten days** in advance of your Caucus.

3.) **Caucus Procedure:** The Caucus shall elect a Chair and Secretary who shall be the officers of the Caucus. If necessary the Caucus Chair may appoint Tellers to assist the Chair and Secretary with any votes for office.

The Caucus Chair, Secretary, and if necessary, Tellers, shall verbally repeat the Constitutional Oath before assuming their respective duties of office. The Oath of Office will be provided by the UC Board of Elections.

The Chair should announce the purpose of the Caucus and the title of each office for which the nominations will be made. The Chair shall explain that only currently enrolled members of the Town Party will be permitted to nominate, second, and vote on any question or nomination. The official list of Party Members entitled to participate in a particular Town Caucus will be provided by the UC Board of Elections. However any Town resident may be nominated for Town Office. The Chair shall call for nominations to fill such offices that may be filled at the next General Election.

Nominations may be made and shall be seconded prior to action being taken on same. A vote to determine the nominee for each office shall be taken:

a.) if a greater number of candidates have been nominated than are to be elected to a specific office a vote shall be taken to determine the nominee.

b.) if only one nomination has been made for an office approval may be obtained by a voice vote.

4.) **Certification of Nomination for a Town Caucus (§6-156 of NYS Election Law):** The Certificate of Nomination must be completed by the Chair and Secretary of the Caucus. Each such certification shall contain the name and address of each person nominated for each office. The Certificate must be filed with the County Board of Elections no later than July 22<sup>rd</sup>, 2021.

5.) **Committee to Fill Vacancies:** In order to fill any vacancies that may occur after the filing deadlines three registered party members residing in the town must be approved at the Party Caucus as the Committee to Fill Vacancies.

6.) **Acceptance:** ONLY if a candidate nominated at a Caucus is not an enrolled member of the Party a Certificate of Acceptance must be filed by the candidate no later than **July 26<sup>th</sup>, 2021**.

7.) **Declination:** Any candidate who wishes to decline a Party nomination must file a "Certificate of Declination" no later than **July 26<sup>th</sup>, 2021**. The Committee to Fill Vacancies must make a Substitution no later than **July 30<sup>th</sup>, 2021**.

**NOTE:** When needed, the Certificate of Acceptance, Certificate of Declination, and the Certificate of Substitution **MUST** be completed in the presence of and signed by a Notary Public.

Contact the Board of Elections with any questions 845-334-5470.

---

(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 2, 2021 GENERAL ELECTION.

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.

\_\_\_\_\_  
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.

**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  
(TOWN)  
of Ulster held on \_\_\_\_\_ do hereby certify that the following were  
(DATE OF MEETING)  
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
SUPERVISOR		
TOWN CLERK		
COLLECTOR		
RECEIVER OF TAXES <small>(First Class Town only)</small>		
SUPERINTENDENT OF HIGHWAYS		
ASSESSOR		
ASSESSOR		
TOWN JUSTICE		
TOWN JUSTICE		
TOWN COUNCILMAN		
TOWN COUNCILMAN		

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.

(11/99)f:files/forms/author

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

Executive Order 202.93 provides as follows:

**Caucuses and party meetings may be held telephonically or by video conference in 2021**

Notwithstanding any provision of law or a party rules to the contrary, any party caucus, party meeting or party convention held pursuant to the Election Law in the year two thousand twenty one while this suspension is effective, may be held by telephonic or video conferencing means in whole or in part at the discretion of the chairperson calling such meeting; provided, however, that any required notice shall include instructions to participants as to how to access such video teleconference.

This Executive Order was signed February 11, 2021 which is the effective date for such teleconference meetings.



# State of New York

## Executive Chamber

No. 202.93

### EXECUTIVE ORDER

#### Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency

**WHEREAS**, on March 7, 2020, I issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York; and

**WHEREAS**, both travel-related cases and community contact transmission of COVID-19 have been documented in New York State and are expected to continue;

**NOW, THEREFORE, I, ANDREW M. CUOMO**, Governor of the State of New York, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to temporarily suspend or modify any statute, local law, ordinance, order, rule, or regulation, or parts thereof, of any agency during a State disaster emergency, if compliance with such statute, local law, ordinance, order, rule, or regulation would prevent, hinder, or delay action necessary to cope with the disaster emergency or if necessary to assist or aid in coping with such disaster, do hereby continue the suspensions and modifications of law and any directives, unless superseded, modified or otherwise expired, made by Executive Order 202 and each successor Executive Order to 202, for thirty days until March 13, 2021, and do hereby temporarily suspend or modify the following from the date of this Executive Order through March 13, 2021.

**IN ADDITION**, by virtue of the authority vested in me by Section 29-a of Article 2-B of the Executive Law to issue any directive during a disaster emergency necessary to cope with the disaster, I hereby issue the following directives for the period from the date of this Executive Order through March 13, 2021:

- The directive contained in Executive Order 202.81, as continued, which suspended authorization for indoor dining within New York City, is hereby modified to allow indoor food services and dining at 25% capacity in New York City beginning February 12, 2021, provided that Department of Health guidance and any other applicable State-issued guidance is strictly adhered to.
- The directive contained in 202.68, as modified, that required the Department of Health to determine areas in the State that require enhanced public health restrictions based on cluster-based cases of COVID-19 is hereby modified to provide that, there shall not be capacity restrictions on houses of worship located within the geographic areas designated by the Department of Health as "red," "orange," or "yellow" zones, beyond the restrictions contained in the Department of Health guidance relating to such facilities.
- Notwithstanding any provision of law or a party rules to the contrary, any party caucus, party meeting or party convention held pursuant to the Election Law in the year two thousand twenty one while this suspension is effective, may be held by telephonic or video conferencing means in whole or in part at the discretion of the chairperson calling such meeting; provided, however, that any required notice shall include instructions to participants as to how to access such video teleconference.

IN ADDITION, by virtue of the authority vested in me by Section 925-a of the Real Property Tax Law to extend during a State disaster emergency the period for paying property taxes without interest or penalties upon request of the chief executive officer of an affected county, city, town, village or school district, I do hereby extend by twenty-one days the period for paying, without interest or penalty, property taxes that are due in the following localities that have requested such an extension: Village of Lynbrook, Nassau County.



GIVEN under my hand and the Privy Seal of the State in the City of Albany this eleventh day of February in the year two thousand twenty-one.

BY THE GOVERNOR

*M. C.*  
Secretary to the Governor

*Andrew Cuomo*