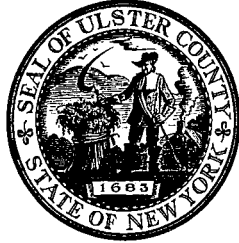


ULSTER COUNTY BOARD OF ELECTIONS

JOHN P QUIGLEY
Commissioner
845-334-8287

KERI L WILLIAMS
Deputy Commissioner
845-334-5427



79 Hurley Ave, Suite 112
KINGSTON, NEW YORK 12401
Telephone: 845 334-5470
FAX: 845 334-5434

ASHLEY TORRES
Commissioner
845-334-5430

JEN BLOOM
Deputy Commissioner
845-334-5423

MEMO

To: County/City/Town Chairs
From: Ashley Torres, Commissioner
John Quigley, Commissioner
Date: February 3, 2023
Re: 2023 Caucus Packet

Please find a Caucus Packet for your upcoming Town Caucus on our website voteulster.com under the candidate information tab. You can print out all the forms needed for your caucus. Due to ongoing legislative action the packet and or dates are subject to change. Please visit our website for the latest information before scheduling your caucus. Please pay special attention to filing places and dates in the Political Calendar.

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.

2023 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 **February 28th**; the last day is July **27th**. The last day to file the Certificate of Nomination is **July 27th before 5 pm with the UC BOE**. Schedule caucus meetings to accommodate these deadlines.

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 27th, 2023**.

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 31, 2023.

7.) **Declination:** Any candidate who wishes to decline a Party nomination must file a "Certificate of Declination" no later than July 31, 2023. The Committee to Fill Vacancies must make a Substitution no later than August 4th, 2023.

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.

** Sample Caucus script, 2023 Political Calendar, and Certificates of Acceptance, Declination, Substitution, and Authorization forms available on the "Candidate Information" page of VoteUlster.com.

(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 7, 2023 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____

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)

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.