

VILLAGE OF MENANDS 2025 ELECTION INFORMATION

Number of Signatures Required for Valid Independent Nominating Petitions

In villages of at least 3,000 residents but fewer than 5,000 residents, at least 75 registered voters must sign the petition.

Timely Filing of Petitions and Papers

Petitions **must** be rejected if not timely filed. Additionally, all papers (e.g. petitions, certificates of acceptance/declination, written objections, written specifications, etc.) that are not filed within the time prescribed by the Election Law are **NOT** valid.

As stated above, Election Law § 1-106, requires any paper that must be filed pursuant to the Election Law, to be filed between 9:00 A.M. and 5:00 P.M., unless otherwise specifically provided by law.

NOTE: Clerks MUST provide for acceptance of filings until 5:00 P.M. on the last day of a filing, even if normal business hours of the office end earlier than 5:00 P.M.

Early Mail Voting

Chapter 481 of the Laws of 2023 authorized early mail voting. Known as the “New York Early Mail Voter Act,” this method of voting is available to voters for all elections, including village elections conducted by the village clerk pursuant to Article 15 of the Election Law. The process for early mail voting is largely consistent with the application and casting of absentee ballots.

A registered voter of a village may vote by early mail ballot for any general or special village election in which he or she is eligible to vote, provided that such voter makes a written application with the village clerk.

The Village Clerk must examine each application for an early mail ballot to determine whether the applicant is qualified to receive the early mail ballot (Election Law § 15-119(7)).

This requirement is **distinct from the clerk’s review of absentee ballot applications**.

With early mail ballot applications, the clerk must examine each early mail ballot application and determine whether:

1. The application is complete;
2. The applicant is a registered voter of the village at the address listed in the application; and
3. The applicant is eligible to vote in the election.

Upon determining that an applicant for early mail ballot is qualified to receive the early mail ballot, the clerk must deem the application accepted and provide the early mail ballot to the voter accordingly (Election Law § 15-119(7)).

Village clerks must mail, by regular mail, an early mail ballot to each qualified applicant who has requested that such early mail ballot be mailed to them at the address set

forth in their application at least six days before the election. Voters may submit applications as late as the day before the election if the application is submitted in person.

Early mail ballot applications may not be provided to voters nor accepted by the clerk on Election Day (Election Law § 15-119(7)).

Like absentee ballot applications, the clerk must prepare a list of all persons who submit an early mail ballot application (Election Law § 8-702(4)).

June Village Election ▪ Tuesday, June 17, 2025

NOTE: If the village fails to publish or post any required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5)

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Friday, January 17, 2025 – For villages whose June elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of elections a certificate setting forth each village office to be filled.

Election Law § 4-106(2). At least five months prior to the election.

Friday, February 14, 2025 – For villages whose June elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

Election Law § 4-104(1). At least four months prior to the election.

NOTE: Four months before the election is Monday, February 17th. As county boards of election are closed on weekends and public holidays, the last day for the village clerk to submit to the county board of elections a list of polling places within the village is Friday, February 14th, as Washington's Birthday is Monday, February 17th.

Monday, February 17, 2025 – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

Election Law § 15-104(3)(a). At least four months prior to the election.

Monday, February 17, 2025 – First day that the village clerk may accept absentee ballot applications.

Election Law § 15-120(5). Not earlier than four months prior to the election.

Monday, February 17, 2025 – First day that the village clerk may accept early mail ballot applications.

Election Law § 15-119(7). Not earlier than four months prior to the election.

NOTE: The village clerk must examine each early mail ballot application and

make a determination as to the applicant's qualifications for an early mail ballot. The early mail ballot application must be accepted when (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Tuesday, April 1, 2025 – First day that individuals may sign independent nominating petitions.

Election Law § 15-108(9). Not earlier than six weeks before the last day to file independent nominating petitions.

Thursday, April 17, 2025 – Last day for the board of trustees to adopt a resolution abolishing the village registration day.

Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.

Friday, April 18, 2025 – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open at minimum from 12:00 noon until 9:00 p.m.

Election Law § 15-104(3)(b). Must be adopted at least 60 days prior to the election.

Tuesday, May 6, 2025 – First day to file an independent nominating petition.

Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.

Thursday, May 8, 2025 – Last day for the board of trustees to appoint election inspectors.

Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).

NOTE: Failure to appoint election inspectors by this deadline will not impact the conduct of the election, but every effort should be made to comply with this timeframe.

Tuesday, May 13, 2025 – Last day to file independent nominating petitions for an office to be filled at the general village election.

Election Law § 15-108(8)(a). Not later than 35 days before the village election.

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline the nomination and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

NOTE: While Election Law § 6-144 only requires that the village clerk state the

last day to **decline** a nomination, NYCOM strongly recommends that the notice clearly state that the candidate must accept an independent nomination by filing a certificate of acceptance of independent nomination by the deadline. Moreover, the statement should indicate that failure to accept the independent nomination will result in the candidate's declination of the independent nomination and prevent the candidate's name from being printed on the ballot as so nominated. Unlike party nominations, there are no default acceptances for independent bodies as no person is an enrolled member of an independent nominating body. Consequently, candidates nominated by independent nominating petitions **must file a certificate of acceptance** to properly appear on the ballot. See, 1963 Op. Atty. Gen. 109.

NOTE: The village clerk must **mail** the notice to each individual nominated. The clerk may also email a copy of the notice if the email addresses of the individuals nominated are made known to the clerk.

Wednesday, May 14, 2025 – Last day to file written objections to independent nominating petitions.

Election Law § 15-108(10)(d). Not later than one day after the last date to file the petition with the village clerk.

Friday, May 16, 2025 – Last day to file written specifications of objections to independent nominating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two days after the filing of the written objections. Upon receipt of such written specifications, the village clerk must notify each candidate named in the petition and the county board of elections.

NOTE: If an objection to an independent nominating petition is filed before Wednesday, May 14th, the written specifications will be due before Friday, May 16th; the exact deadline is dependent upon the filing date of the objection.

Friday, May 16, 2025 – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 32 days before the election.

Friday, May 16, 2025 – Last day to file a certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

Election Law § 15-108(8)(b). Not later than three days after the last day to file the petition.

NOTE: Failure to file a certificate of acceptance of an independent nomination will result in the candidate's declination of the independent nomination and prevent the candidate's name from being printed on the ballot as so nominated. See, 1963 Op. Atty. Gen. 109.

Sunday, May 18, 2025 – For villages with one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare the register and the hours and place of registration.
Election Law § 15-118(4). At least 20 days before the registration day.

Thursday, May 22, 2025 (Approximately) – NYCOM recommends that the village clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots. Once reviewed by the candidates, the finalized sample ballot should be made available to the public.

NOTE: Chapter 411 of the Laws of 2019 amended Election Law § 7-128 to require sample and official ballots for all elections conducted by the county boards of election to be made available as soon as practicable. While village elections conducted pursuant to Article 15 are specifically exempted from this provision, NYCOM recommends that the village clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots to adhere to the spirit and intent of this law.

NOTE: Due to the timing of referenda, a petition for a permissive referendum filed on or after April 1st and on or before June 1st will cause the proposition to appear on the general village election ballot. Similarly, the board of trustees may pass a legislative act that is subject to a mandatory referendum or submit the permissive referendum to voters on its own motion on or after April 1st and on or before June 1st and have that proposition appear on the general village election ballot. Consequently, ballots may be subject to change to include the presentation of propositions after this date, up to and including June 1st.

Wednesday, May 28, 2025 – For villages with one registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.
Election Law § 15-118(4). At least 10 days prior to registration day.

Friday, June 6, 2025 – Deadline for filing the second statement of campaign receipts and expenditures for the village election.
Rules of the State Board of Elections §§ 6200.1 and 6200.2. At least 11 days

before the election.

Friday, June 6, 2025 – Last day individuals may register with the county board of elections to ensure voter eligibility in the village election.

Election Law § 15-118(2). At least ten days before the election.

NOTE: At least 10 days before the election is Saturday, June 7th. As county boards of elections are closed on Saturdays, the last day to register and be eligible to vote is Friday, June 6th.

Saturday, June 7, 2025 – Last day for the village clerk to publish a list of the polling places and the date and hours of the election when the village election is conducted by the board of elections.

Election Law § 4-120(2). At least 10 days prior to election.

NOTE: The notice may include a brief description of the boundaries of each election district and must identify any polling places that do not provide access to disabled voters.

Saturday, June 7, 2025 – Last day for the village clerk to publish notice setting forth the (1) polling place in each district, (2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), (3) names and addresses of candidates, offices, and term nominated for, and (4) abstract of any proposition. The notice must also be posted in six conspicuous places in the village and at each polling place at least one day before the election.

Election Law §§ 15-104(3)(c) and (4). Notice must be published at least 10 days prior to general village election. Notice must be posted at least one day prior to the general village election.

NOTE: If the village fails to publish or post required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given. Election Law § 15-104(5).

Saturday, June 7, 2025 – Registration day in villages with one registration day. For villages with two registration days, this is the second registration day.

Election Law § 15-118(5). Ten days prior to election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m. Election Law § 15-118(3)(c).

Tuesday, June 10, 2025 – Last day for the board of elections to provide a list of registered voters to the village clerk.

Election Law § 5-612(1). At least seven days prior to general village election.

NOTE: The village clerk must contact the county board of elections for a list of registered voters.

Tuesday, June 10, 2025 – Last day for the village clerk to receive applications for absentee ballots to be mailed to qualified voters.

Election Law § 15-120(5). At least seven days prior to election.

Wednesday, June 11, 2025 – Last day for the village clerk to mail early mail ballots to qualified voters.

Election Law § 15-119(8). Not later than six days before the village election.

Sunday, June 15, 2025 – Sample ballots must be made available for public inspection not later than this day.

Election Law § 7-128(1). Not later than two days prior to the election.

NOTE: NYCOM recommends that the village clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots.

Monday, June 16, 2025 – Last day for the village clerk to receive personal applications for an absentee ballot from applicant or applicant's agent.

Election Law § 15-120(5). Not later than one day prior to the election.

NOTE: Upon receiving an application, the village clerk must deliver the absentee ballot to the applicant or their agent named in the application.

Monday, June 16, 2025 – Last day for the village clerk to receive personal applications for an early mail ballot from applicant or applicant's agent.

Election Law § 15-119(7). Not later than one day prior to the election.

NOTE: Upon receiving an application, the clerk must deliver the early mail ballot to the applicant or their agent named in the application if (1) the application is complete, (2) the applicant is a registered voter of the village at the address listed in the application, and (3) the applicant is eligible to vote in the election.

Tuesday, June 17, 2025 – The village election.

NOTE: By State law, general village elections are held on the third Tuesday in March. However, villages may chose, and many have chosen, to hold their elections on another date. After the third Tuesday in March, the most popular date to hold village elections is the third Tuesday in June.

Tuesday, June 17, 2025 – Village clerk must deliver the absentee ballots to the board of inspectors of the appropriate election district.

Election Law § 15-120(8). On the day of the general village election. Last day for the village clerk to receive absentee ballots in person or by mail.

NOTE: Absentee ballots cast in village elections must be received by the close of the polls on the date of the general village election in order to be canvassed.

Absentee ballots may be delivered to the village clerk or the board of inspectors of the appropriate election district on the day of the general village election until the close of the polls.

Wednesday, June 18, 2025 – Inspectors must file a certificate of canvass of voters with the village clerk.

Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.

Friday, June 20, 2025 – The last day a recanvass of the vote may be requested.

Election Law § 15-126(3). Not later than two days after the date of the election.

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NOTE: Two days after the election is June 19th, which is Juneteenth. When the last day to file a request for a recanvass falls on a public holiday, then, pursuant to Election Law § 1-106, the last day to file the request is extended to the next business day.

NOTE: The village clerk may, of his or her own volition, and must, upon the written request of any candidate, cause a recanvass of the votes cast in the village election.

Friday, June 20, 2025 – Last day for the village clerk to notify the winners of the election the results and that they must file an oath of office with the village clerk within 30 days of the commencement of their term.

Election Law § 15-128. Within three days after the village election.

Monday, June 23, 2025 – The deadline by which the village clerk must notify the county board of elections of the request for recanvass.

Election Law § 15-126(3). Within one day after receiving the written request.

NOTE: If a request for a recanvass is filed with the village clerk on Friday, June 20th, the last day to notify the county board of elections would be Saturday, June 21st. As county boards of elections are closed on Saturdays, the last day to notify the county of the request for a recanvass is extended to the next business day.

This is the last possible date the clerk may notify the county board of elections of the request to recanvass. If the clerk receives the written request prior to Friday, June 20th, he or she has one day to notify the county board of elections.

Monday, July 7, 2025 – Start of the village's official year.

Village Law § 3-302. The official year begins at noon on the first Monday in the month following the date of the general village election or the date such an election would have been held had elections been held annually.

Monday, July 14, 2025 – Deadline for filing the third statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 27 days after the election.

Wednesday, August 6, 2025 – Deadline for an elected official to file their written oath of office with the village clerk.

Public Officers Law §§ 10 and 30. Every officer must take and file their written oath of office prior to assuming their office and within 30 days of the commencement of their term of office. If an elected official fails to file their oath of office within the required 30 days, then a vacancy is created in their office.

NOTE: Elected officers may take and file their written oaths of office any time after the election results are certified, including prior to the official commencement of their term of office.