

RIVERHEAD FREE LIBRARY
POLICY MANUAL

NOMINATIONS AND ELECTIONS POLICY

Nomination Procedure

All Nominations shall be received and processed in accordance with Article X of the Bylaws of the Riverhead Free Library.

Applications from candidates who wish to be on the Board of Trustees must be submitted in writing to the Library Director no later than thirty (30) days prior to the date of the Annual Budget Vote. Applications shall state the name of the individual seeking to be Trustee of the Library along with the address which establishes the candidate as a resident of the Riverhead Central School District, Suffolk County, New York. Candidates are encouraged to include in the application why they wish to be a member of the Board of Trustees, and what qualifications they possess which they believe would benefit the Library.

The Board shall establish an ad hoc committee made up of at least three (3) members of the Board charged with reviewing applications of candidates for the Board of Trustees. The ad hoc committee shall be on alert for new members and use every effort to build a representative Board from the Riverhead Central School District. The committee shall interview candidates, after which it shall prepare a slate of candidates for membership on the Board of Trustees to be placed upon the ballot and voted upon at the Annual Budget Vote. No candidate for the Board of Trustees shall be placed upon the ballot unless he/she has submitted an application and meets the qualifications for eligibility with the Bylaws

Election Procedure

The Library's Election shall be conducted at the Riverhead Free Library on the same date that the Riverhead Union Free School District conducts the Library's Budget Vote, which is also held at the Riverhead Free Library.

Conduct of Election

1. Any resident of the Riverhead Central School District who is at least 18 years of age will be permitted to vote.
2. Eligible individuals who wish to vote shall print and sign their name and address on the sign in sheet at the designated registration table, after which he/she will be provided an official ballot.
3. The voter shall take the official ballot into the voting area where he or she will have an opportunity to place a check or X in the box to the left of the candidates listed on the ballot, provided that a voter shall not vote for more candidates than the number of vacancies on the Board.

4. Once the ballot is completed, it should be folded and placed in the secure container in the voting area.
5. Once all votes are submitted, the secure container will be opened, ballots will be canvassed in the vote tally declared.
6. The individuals with the highest number of votes shall be elected to fill the applicable three-year terms for the vacancies on the Board of Trustees.
7. Any and all results are not final until any challenged voters' ballots (see below) are reviewed and, if appropriate, canvassed.

Ballot Instructions

1. Mark in pen using blue or black ink or with pencil having black lead. 2. To vote for a candidate(s), make a cross "X" mark or a check "✓" in either of the squares (□) contained in the box to the left of such candidate's name. 3. The whole ballot is void if the voter: (a) does any act extrinsic to the ballot (b) defaces or tears the ballot, or makes any mark thereon other than a cross "X" mark or a check "✓" mark in a voting square, or writing in a name for the purpose of voting. An erasure or other extraneous mark made in a voting square shall not make the ballot void, but shall render it blank as to the office in connection with which it is made.

Challenges to a Voter

Any qualified voter may challenge the qualifications of a person presenting himself or herself to vote by declaring such challenge at the time such person seeks to vote to any present election worker.

If such challenge is to occur, the challenged voter may complete an Affidavit for Vote and then vote, except that his or her ballot shall be placed in a separate envelope. The Library shall on the day after the vote, search to confirm the challenged voter's residency status and/or age. If the challenged voter is confirmed to be eligible to vote, then his or her ballot shall be canvassed at that time and placed in the ballot box with the other canvassed ballots. If the challenged voter is confirmed to not be a qualified voter, then his or her ballot shall not be canvassed, shall remain in the envelope, which shall have the words "REJECTED BALLOT" written thereon.