



Newfane Central School District

6273 Charlotteville Road
Newfane, NY 14108
(716) 778-6853

Bernadette J. Seymour,
District Clerk

TO: Potential School Board Candidates
DATE: February 2021
RE: Annual Budget Vote & Election – May 18, 2021

Thank you for expressing interest in serving on the Newfane Board of Education. The following is important information you should be aware regarding the upcoming school budget vote and election:

Qualifications required for school board membership

- ♦ Must be able to read and write (§ 2102).
- ♦ Must be a qualified voter of the district (citizen of the United States, at least 18 years of age or older; and not adjudged to be an incompetent (§ 2102, 2012, 2502(7); Elec. Law § 5-106(6)).
- ♦ Must be and have been a resident (not necessarily a taxpayer) of the district for a continuous and uninterrupted period of at least one year immediately before the election (§ 2102, 2502(7), (9)(d)).
- ♦ May not have been removed from any school district office within the preceding year ((§ 2103(2)).
- ♦ May not reside with another member of the same school board as a member of the same family (§ 2103(3)).
- ♦ May not be a current employee of the school board (§ 2103(4)).
- ♦ May not simultaneously hold another incompatible public office.

Date of Budget Vote & Election

The date of the annual Budget Vote and Election is May 18, 2021.

Term

Newly elected trustees begin their term on July 1 and will take their oath at the first Board meeting in July. Your term is three years.

Electioneering

Electioneering limitations...while poles are open, "electioneering" is prohibited within the polling place or within 100 feet thereof (100 feet is from the entrance to the building where the election is taking place).

Election Results

After the count by election inspectors, the election chairperson will announce the results of the election. The District Clerk will provide written notice to each candidate following the election.

Training requirement and introduction

Within your first year of service you will need to fulfill mandatory training. This includes fiscal oversight training and governance skills training. The District Clerk will provide the dates available for this training. Typically, the option of either in person or on line training is available.

At the July Reorganizational meeting (July 6 or July 13, 2021 TBD), you will be sworn in to office which will officially start your three-year term of service. The District would like to make sure that you are comfortable with expectations and the role that a Board of Education Trustee plays. There will be a new member orientation scheduled for between the election and reorganizational meeting so that you are ready for the first meeting and voting procedures.

Meetings of the board typically take place on the first and third Tuesdays of the month at 7 pm. This may change depending on needs of the district. The board consists of 7 members, 4 are required present to reach quorum to hold a meeting. Your attendance is expected at all meetings, however, you may be excused by the Board President if an emergency arises. We are working in a workshop/voting meeting format which means that the first meeting of the month is a workshop, where there is not anticipated voting on any items. At this first meeting, the pending agenda will be discussed and the board will have a chance to ask questions for clarification so that at the second meeting, the board can vote on the agenda as consensus without lengthy discussion. The second meeting also serves and a chance to receive presentations as the agenda is not anticipated to be time consuming.

I hope that this brief overview helped and if you have any questions, please do not hesitate to contact me at 778-6853.

Bernadette Seymour
District Clerk
bseymour@newfanecentralschools.org

Statements of Campaign Expenses Requirement

Pursuant to Education Law 1528, 1529 and 1530, all candidates seeking election to the Board of Education are required to file *Statements of Campaign Expenses* with the District Clerk.

A *Statement of Campaign Expenses* is simply a form that sets forth all moneys or other valuable things which the candidate has paid, given, expended or promised or which have been incurred for or on the candidate's behalf by any person, firm, association or corporation for the purpose of aiding in the candidate's nomination or election.

There are two different forms that can be filed: either a "short form" or a "long form".

The "**short form**" expenditure statement may be filed only if:

- 1) The total of the candidate's personal expenses, plus expenditures by others on his/her behalf with the candidate's approval, do not exceed \$500 at the reporting time, and
- 2) Contributions received by the candidate do not exceed \$500 at the reporting time (1528.1)
- 3) This "short form" only has to be filed with the District Clerk.

Therefore, the "**long form**" expenditure statement must be filed if:

- 1) The total of the candidate's personal expenses, plus expenditures by others on his/her behalf with the candidate's approval, do exceed \$500 at the reporting time, and
- 2) Contributions received by the candidate do exceed \$500 at the reporting time
- 3) The "long form" must be filed with the District Clerk and the Commissioner of Education.

These forms are available in the District Office and three (3) copies of the short form and one (1) copy of the long form is included in this Petition packet.

Each candidate is required to file one of these forms (either the "short form" or the "long form") **on three (3) separate dates**, according to the following timeline:

The **first statement** on or before the thirtieth day preceding the election (1529.1.a). It must cover expenditures made and contributions received up to and including the thirty-first day preceding the election (1529.2). **Due Date: April 19, 2021**

The **second statement** on or before the fifth day preceding the election (1529.1.b). It must cover expenditures made and contributions received up to and including the sixth day preceding the election (1529.2). **Due Date: May 14, 2021**

The **third statement** within 20 days succeeding the election (1529.1.b). It must cover expenditures made and contributions received up to and including the day preceding the filing of the report (1529.2). **Due Date: June 7, 2021**

The District Clerk, can Notarize your form if requested.

It should be noted that any contribution or loan in excess of \$1,000, if received after the close of the period to be covered in the last statement filed before the election but before such election, shall be reported, in the same manner as other contributions, within twenty-four hours after receipt. (1529.2)