

## ANNUAL DISTRICT MEETING AND ELECTION

The date of the annual district meeting shall be on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case the annual meeting will be held on the second Tuesday in May.<sup>1</sup> The annual meeting shall take place in the Junior-Senior High School Building.

The District Clerk shall publish a notice of the time and place of the annual meeting once each week within the seven weeks prior to the meeting. The first publication of the notice shall be at least forty-five (45) days prior to the meeting in two newspapers having general circulation within the district. The notice shall also contain notice of any other matter required by law.<sup>2</sup>

At the annual meeting, the Board must present a detailed statement of the sums necessary for the various expenditures of the district for the coming year. A budget hearing must be held not less than seven (7) nor more than fourteen (14) days prior to the annual meeting and vote.<sup>3</sup>

Copies of the budget must be available in each district school building for district residents upon request at the time of the annual meeting and fourteen (14) days (other than Saturday, Sunday and holidays) prior to the meeting.<sup>4</sup> Notice of the availability of copies of the budget must be included in the notice of the annual meeting. Additionally, the announcement and introduction of candidates for the Board will be made as well as the presentation and explanation of any special propositions contained in the notice of the annual meeting. At a Board meeting held before the annual meeting, the Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election.

### Propositions

The Education Law contains provisions relating to submission of petitions to the Board to place propositions on the ballot with the annual budget- propositions which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Propositions shall be supported by petitions containing signatures of twenty-five voters or not less than five per cent of the eligible voters who voted in the previous district election, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to annual meeting, except for petitions relating to a propositions which must be included in the notice of the annual meeting (e.g., changing the number of board members.) Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.<sup>5</sup>

3. Wording of a petition must comply with legal requirements. If not, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law.

Cross-ref: 2120, School Board Elections  
6120, Budget Hearing

Ref: Education Law §§461(3); 1608; 1716; 1804(4); 1906(1); 2002(1); 2003(1),(2); 2004(1)-(7); 2009; 2013; 2017(5),(6); 2021; 2022(1),(4)(5); 2035(2)  
General Construction Law §60  
*Matter of Hebel*, 34 EDR 319 (1994)  
*Matter of Martin*, 32 EDR 567 (1993)  
*Matter of Como*, 30 EDR 214 (1990)

Note to the District:

This policy has been revised to:

<sup>1</sup> reflect the uniform statewide voting day established by Chapter 436 of the Laws of 1997. This is a required change.

<sup>2</sup> provide that notice of annual meeting and election must include notice of any other matter required by law which now includes the newly-required budget hearing.

<sup>3</sup> reflect the new budget hearing requirements imposed by Chapter 436 of the Laws of 1997.

<sup>4</sup> reflect that the proposed budget must be available to all district residents, not just taxpayers, as required by Chapter 436 of the Laws of 1997.<sup>5</sup> reflect that although the law only requires that petitions must be submitted within 30 days of the election, certain propositions (e.g., changing the number of board members) must be included in the 45-day notice of the annual meeting. Therefore, the Commissioner has held that a 60-day deadline is appropriate for such propositions since the Board must review the proposition and prepare a notice for the inclusion of the notice of the annual meeting.

First Reading 3/24/98

Second Reading 4/14/98

Adoption Date 4/28/98