

JANUARY	
1st of month - save file of full county voters	
Quarterly report	
Organizational Meeting	Run year to date totals for Annual report
	Complete annual report and send to SBOE with registration order
Update Monthly Calendar	
	Go on vacation!!!
Change Files, Calendar, Time/Date	
	Send newly elected officials list to Dept. of State if not previously sent. (We send ours after election in November).
	Attend ECA/SBOE Conference in Albany.
	Recertify Custodians and Technicians. Conduct classes. (We do not have class every year).
	Complete NVRA Purge in odd numbered years.
Voter List letters to town/city clerks, county party chairs	
	Start preparing for Inspector classes. (We train in May and June but I understand others do it earlier).
Send Villages street lists to see if any annexed	
Registration form letter to PO/library/town/village clk	
March Village Elections-	
List of inspectors to village clerks w/ March elections	
Financial Disclosure for candidates	
verify polling place resolution is in	
postcards for petition/caucus	
Check w/ village clerk about inspectors, schedule inspectors	
Update employment forms	
Vacancies & positions up to county/town/city clerks	
June Village Elections-	
Send 'Village Clerk Responsibilities' to Caz & Ham	
confirm 'Offices Up' are posted	
Inventory supplies- ballot envelopes, acknowledgement/transfer notices, ImageCast supplies	

June	<p> REP Republican Party hands out the Petition Packets at a Committee meeting Petition inquires – Signature requirements One on one meeting with potential candidates regarding Petitions NCOA clean up continues Preparation paperwork for Mail Check June Village Election June Village Election 3% Audit Preliminary Budget for upcoming year discussions Potential School 2nd School Election for Budget re-votes Monthly Legislative Meeting Monthly Department Head Meeting Monthly ECA Executive Committee Meeting Monthly SBOE Meeting Call with all counties Federal Primary Election NVRA Dot Code Biweekly Payroll </p>
DEM	<p> Sample Petition Page Petition instructions onto website Caucus letters sent (late May) NCOA file finish up/clean up Budget Preparations Absentee Applications to Military Voters EMS set for New Petition Cycle Staff meeting: review handling of filing of petitions and challenges </p>

July

Prepare staff -review petition filing, objections & specifications	
Designating petitions filed (<i>acceptance, declinations, authorizations, substitutions</i>)	All
Send "Filing Notice" to all Designating Petition Fillers	Dem/Rep
Ballot position drawing - <i>send letters to candidates</i>	Dem/Rep
Candidate info (<i>primary book</i>) - <i>state requests from public, candidates, etc.</i>	Dem/Rep
Prepare Independent / Nominating Petition packets - first day to sign TBD for State and Local candidates	Dem/Rep
Reminder letters to Treasurers with new calendars	
Reminder letters to Facilities with use schedule for elections	
Periodic Campaign Finance filing (15 th)	Rep
Check election & office supplies	Dem/Rep
Reminder letters to Facilities with use schedule for elections	Dem/Rep
Prepare check card file for NTS	Dem
Contact or interview part time people	
Prepare public service announcements re: purpose of check cards	Dem/Rep
Reserve auditorium / conference room for known use next year	Rep
Schedule Inspectors for Primary and include ballot testing invite	Comm

Seneca & Montgomery County Boards of Elections

August

- ✓ Prepare Board of Elections budget for next year / ditto
- ✓ Receive and file independent nominating petitions / receive, review, file & rule on challenges

If there is a Primary Election

- ✓ Assign Election Inspections for the September Primary Election and mail letters to confirm / ditto
- ✓ Schedule test deck marking with Dominion / staff marks test decks
- ✓ Schedule EMS specialists for ballot programming / Deputies do programming
- ✓ Schedule technicians for test decking / Deputies schedule
- ✓ Download test deck results from Dominion FTP site for technicians once test decks are received / N/A
- ✓ Place absentee and military ballot quantity order with Phoenix Graphics / use county printer
- ✓ Return machine ballot order spreadsheet to Phoenix Graphics / orders to Schenectady BOE
- ✓ Inventory Ballots upon delivery to the BOE and store in the locked closet / Deputies responsible
- ✓ Upload ballots to SCYTLE / Commissioners responsible
- ✓ Mail military (and federal – not this year) ballots / Commissioners responsible for all absentee workflow
- ✓ Send copies of ballots to candidates and Party Chairs / nope
- ✓ Schedule poll book printing with NTS (if no primary let NTS know) / use county printer
- ✓ Notify the Seneca County Sheriff requesting assistance for Election Night (suitcase and ballot tote pickup) / If a primary notify city/village/county law enforcement agencies to prepare for assistance as needed at polls. Notify courier group of collection routes
- ✓ Send notice of voting machine inspection, 3% audit, and canvass of paper ballots to all candidates, Party Chairs, and the NYSBOE / Commissioners responsible
- ✓ Send Official Notice of Primary Election to the Reveille for publication the week prior to the election / Commissioners use two local papers and web site
- ✓ Contact custodians and technicians for machine deployment/retrieval and Election Day Stand-by / Deputies responsible
- ✓ Prepare Returns of Canvass for Primary Election
- ✓ Contact high school teachers in preparation for student workers at general election

SEPTEMBER	
September Primary-	
	Pay close attention to cutoff date for postmark acceptance of absentee applications and ballots.
	We do pre-lat the Thursday before election.
	We pick up the U-Haul the Saturday before election.
	Voting machine delivery the day before election and pick up the day after.
	Per SBOE - send candidate participation letter to SBOE. (We do this when we send out to candidates before Primary).
	We prepare a possible problems list (attached) just in case an Inspector calls from a poll site we can check this list
On Election Day each office worker gets a folder for election night that includes machine directions, the screen shots of overvotes, undervotes and double votes, the BMD operation of the machine, a trouble call sheet and technician contact info, election law on abandoned ballots, the chain of custody for pickup of bags & etc. on election night, the list of election night judges & phone numbers, RTR procedures, list of support numbers for Dominion & NTS, list of workers and poll site phone numbers, and an affidavit envelope.	
	Return U-Haul the day after election
	Investigate affidavits: valid/invalid
	Prepare for the 3% audit of ballots and conduct audit.
	Recanvass
Voting history	Certify Election and send results to SBOE.
Save Election Reports, stats, absentee reports	Send State Committee & Delegates/Alternates results to SBOE
Register affidavit voters /not counted	
Package & label ballots, used & unused	
Update elected officials	
Legal notice- Official Tabulation on file	
Complete & file Primary reports-	
Certificates to candidates who won primary	Send out letters to those voters whose ballots were not tallied
Update County Committees in primary records book	Register anyone whose forms you received after cutoff date
General Election-	
	Receive town propositions (if any) for General by deadline
Notify candidates who need to slash parties	Prepare CSV file for SCYTL site and upload ballots for General.
Numbers for absentee ballot order	In Federal year, complete a gazillion military surveys for Tom Connolly.
Absentee lists & envelopes	

News Release- Voting & registration deadline	Hopefully get General certification from SBOE.
Financial disclosure to town candidates	
News Release- late hours	
March Village Elections-	
Send 'Village Clerk Responsibilities' to Ea, Cht, Can	
Confirm 'Offices Up' are posted	

Seneca & Montgomery County Boards of Elections

October – very similar to August as most of time is spent in preparation for the election

- ✓ Mail certificate of offices to be filled to village of Waterloo for March village election / email village clerk a reminder to file certificate
- ✓ Schedule EMS specialists for ballot programming / Deputies do programming
- ✓ Schedule poll book printing with NTS / use county printer
- ✓ Schedule test deck marking with Dominion / staff marks test decks
- ✓ Place absentee/military ballot quantity order with Phoenix Graphics / use county printer
- ✓ Return machine ballot quantity spreadsheet to Phoenix Graphics / orders to Schenectady BOE
- ✓ Inventory all ballots upon receipt and lock in ballot closet / Deputies responsible
- ✓ Complete UOCAVA surveys for SBOE / Commissioners responsible
- ✓ Upload ballots to ScytI / Commissioners responsible
- ✓ Mail military and (federal not this year) absentee ballots / Commissioners responsible
- ✓ Contact Nursing Homes to arrange for absentee ballot delivery/assistance / Commissioners responsible
- ✓ Send copies of ballots to candidates and Party Chairs
- ✓ Send notice of machine inspection, 3% audit and canvass of ballots to all candidates, Party Chairs, and the NYSBOE / Commissioners responsible
- ✓ Schedule machine deployment/retrieval with maintenance department, custodians and technicians / Deputies responsible
- ✓ Assign Election Inspectors for the November General Election and mail letters to confirm / we mail a quarterly new letters to election workers that reminds inspectors of the election date and also provide a contact list to the poll site coordinators two weeks before the election
- ✓ Contact the Seneca County Sheriff's Depart to request Election Night assistance / notify city/village/county law enforcement agencies to prepare for assistance as needed at polls. Notify courier group of collection routes
- ✓ **Presidential Year**.....conduct local registration – not during 2017
- ✓ Hold inspector training for high school students
- ✓ Meet with county executive and legislators for budget concerns if needed

November	
Just in time Training – prepare, conduct & pay – schedule Thurs prior election	Comm
Clean booths and ready supplies for the polls (<i>week before election</i>) <i>Batteries/ballot calls/flashlights</i>	Tech/Custodian
Deploy Machines & Supplies to Poll Sites & Set-up (<i>Nov 6</i>)	Tech/Custodian
General Election (November 7)	All
Voter history scan and reconcile to re-canvass data	Deputies
Re-canvass of machines & election	All
3% Audit - voting machines <i>schedule staff of Inspectors 2&2</i>	All
Prepare Inspector & Staff payroll reports <i>enter vouchers</i>	Rep Comm
Count absentee and affidavit ballots <i>schedule staff of Inspectors 2&2</i>	All
Voting History to Absentee, Yes Affidavit Ballots & Court Orders	
Certification of Election to winning candidates	Comm
Certify local elections to Secretary of State, SBOE & County Clerk	Comm
Back up EMS Official Results and archive all election reports	
Party enrollment changes applied (ASAP per procedure)	Deputies
Publish offices to be elected in March 2016 village elections	Rep Comm
Change parameters for election dates cards in TEAM	Dem Comm
Party enrollment changes applied (ASAP per procedure)	Deputies
Track absentee statistics, by category, ie military, etc – Annual Report	Deputies
Notices to affidavit voters (and track for Annual Report)	Deputies
Asset Management reports	Techs
Finalize and put voting machines away for season	Techs
Update poll books & Challenge Reports for notes and signature changes	
Review election supplies to place order if money remaining in current budget	All
Review Tech & Coordinator Reports from Election Day	Comm
<u>Reserve auditorium/conference room for known use next year</u>	Rep Comm

December	<ul style="list-style-type: none"> Fire District Election lists Pay General Election Inspectors Enrollment Changes rolled over/Acknowledgement cards and letters Winter Conference Registration paperwork Final Campaign Finance filings checklist Statistics for upcoming Annual Report VMT's report to Dominion to schedule machine maintenance Replace inventory in machine supply carts Monthly Legislative meeting Monthly ECA Executive Meeting call Monthly SBOE Meeting call with all counties Bi-Weekly Payroll
REP	
DEM	<ul style="list-style-type: none"> Catchup backlog of registrations Rescan of signatures in poll books Yearend report preparations Village Caucus/Petitions Meeting with Village Clerks prep for Village Election Inventory machine supplies Campaign Finance letters to local filers Redistricting Preparation letters to towns