**Hancock Central School 2120.2**

 **VOTING PROCEDURES**

ELIGIBILITY TO VOTE

 A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. A citizen of the United States;

2. At least eighteen years of age;

3. A resident within the school district for a period of thirty days next preceding the election at which such person offers to vote; and

 As provided in section 2025 of the Education Law, each annual or special election or meeting shall have a presiding chairperson appointed by the Board. Such chairperson shall have the responsibility of properly handling any challenges to the qualification of any voter.

VOTING

 Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be an emergency situation whereby the machines are unavailable due to a mechanical failure or state or local law prohibiting their use. If such a situation should arise, paper ballots will be used.

 Each voting machine shall have at least one clerk appointed by the Board in attendance during all voting hours. It shall be the duty of each clerk to keep a poll list containing the names, signatures, and legal residence of each person before such person is permitted to vote.

 Inspectors and tellers will be appointed by the Board. These tellers will be compensated for their work. They will be required to organize by naming one of their number Chief Inspector of the Election who will present a written report of the results to the Chairman/Chairwoman of the meeting. Two (2) assistant clerks shall be appointed by the Board not less than ten (10) days prior to the election. The Clerk and/or assistant clerk shall keep a full list of voters as they vote. The Chairman/Chairwoman shall announce the results of the voting to the meeting.

 Entering a voting machine with another person is prohibited, except upon request from a voter, in which case an election inspector shall be allowed to enter the voting machine with that voter for the sole purpose of assisting that person in the actual manipulation of the voting machine. The election inspector shall not advise or induce such voter to vote on any proposition or candidate, and the election inspector shall never reveal the vote(s) recorded by the voter to any other person at any time.

 Write-in ballots are permissible, when applicable, by utilizing the write-in device provided with the voting machine. If voting machines are not used, ballots containing the names of nominated candidates will be provided by the Board. On a paper ballot, one blank space will be provided under the name of the last candidate for each office so that voters may vote for candidates who have not been nominated for the offices to be filled at the election.

 The writing in, with a black lead pencil, if a name in the blank space so provided, will sufficiently indicate a vote. It will not be necessary for a voter to place any other mark beside the name of a write-in candidate.

NOTIFICATION OF RESULTS AND PRESERVATION OF RECORDS

 The Clerk shall notify by letter any and all candidates elected to office, within five (5) days of the meeting. The Clerk shall impound all records of the meeting which will be kept for one (1) year.

Ref: Education Law 2014; 2018; 2018-a; 2018-b; 2020; 2025; 2027; 2032(e); (35); 2037; 2603; 2610; 2613

Election Law 30224; 5-106; 5-612; 5-400; 5-406

Adopted: 09/13/1993