

Clarence Fire District No. 1
Fire District Elections Policy and Procedures

I. **SCOPE:**

The Board of Fire Commissioners of Clarence Fire District No. 1 has established policy and procedures regarding Fire District Elections pursuant to Town Law Sections 175.

II. **OBJECTIVE:**

The objective of this policy is to fulfill the Fire District's obligation to conduct fair and equitable annual elections. The policy shall protect the rights of all voters and set up a standard set of rules and practices evenly applied to all voters, candidates and elected commissioners.

III. **PROCEDURES AND GUIDELINES:**

To meet this objective, the Board of Fire Commissioners of Clarence Fire District No. 1, notwithstanding any and all applicable federal, state, county or town laws, hereby adopts the following procedures for the conduct of an annual election:

1. The Secretary of the Fire District, as appointed coordinator of the election, shall make arrangements with the Clarence Town Clerk for three (3) independent election inspectors, who are residents of Clarence Fire District No. 1, and who shall be compensated \$35.00 each for their services.
2. The Secretary of the Fire District shall make arrangements and secure from the Town Clerk, voting machines to be used to conduct balloting.
3. The polls shall be open for balloting from 6:00 PM to 9:00 PM the second Tuesday of December each year.
4. Candidates wishing to have their name placed on the ballot must submit a petition signed by at least twenty-five (25) qualified registered voters to the Secretary of the Fire District. Such petition must be received by the Secretary at least twenty (20) days prior to the date of the Fire District Election.
5. Those candidates, or their representatives, wishing to greet voters must do so outside of the exterior doors of the fire hall during hours the polls are open.
6. The room used for balloting will be used exclusively for that purpose and shall be kept free of all other activities.
7. Paper ballots shall be prepared and be available in the event of voting machine failure (see attached sample ballot).
8. Names of the candidates shall be listed in alphabetical order on the voting machine and paper ballot. A provision shall be provided on the voting machine and the paper ballot for write-in candidates not appearing on the ballot.

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III. PROCEDURES AND GUIDELINES (continued):

9. Voter Qualifications are: (a) at least 18 years of age on the Fire District Election date; (b) a citizen of the United States; (c) a resident of the State of New York; (d) a resident of Erie County and Clarence Fire District No. 1 for a minimum of 30 days before the Fire District Election and; (e) registered to vote with the Erie County Board of Elections. Such registration must have taken place on or before the 23rd day before such Fire District Election.
10. The election inspectors in accordance with Erie County Board of Election guidelines shall determine any procedural issues (not addressed in this policy).

IV. This policy memorandum rescinds revised “Fire District Elections Policy and Procedures” dated January, 2002.

V. The Board of Fire Commissioners can amend this policy at any time.

VI. This policy is adopted effective June,2002.

By order of the Board of Fire Commissioners

Clarence Fire District No. 1
Policy Number 02-06-11

F:/District Secretary/Policies/District Election