

Onondaga County Board of Elections
Meeting Agenda

January 25, 2023
2:30 PM

Type of Meeting: Decision Making

Commissioners: Dustin Czarny and Michele Sardo

Invitees: Candice Clemens, Julie Cook, Allison Nanno, Michelle Edinger

- I. Call to order: DUSTIN CZARNY AT 2:30 PM
- II. Roll call: DUSTIN CZARNY, JULIE COOK, ALLISON NANNO
MICHELE SARDO, CANDICE CLEMENS, MICHELLE EDINGER
- III. Approval of Agenda: YES 2 / NO 0
- IV. New Business
 - a) Appointment of President and Secretary: YES 2 / NO 0
(Odd years- Dem President, Even years-Rep-President)
 - b) Commissioners' appointment of Deputy Commissioners:
DUSTIN CZARNY APPOINTS JULIE COOK/ MICHELE SARDO APPOINTS CANDICE CLEMENS
 - c) Approval of adopting an open meeting policy: YES 2 / NO 0
 - d) Approval of written policies regarding conducting elections
 1. Petitions and Certificate of Nominations: YES 2 / NO 0
 2. Absentee Ballot Distribution: YES 2 / NO 0
 3. Write Ins: YES 2 / NO 0
 - d) Approval of internal staff policies: INTERNAL STAFF POLICIES WILL NOT BE POSTED
 1. Tardiness and Attendance: YES 2 / NO 0
 2. Request for Time Off: YES 2 / NO 0
 - e) Approval of Inspector pay rates for 2023: YES 2 / NO 0
 - f) Approval of school district charges for ballot printing and ballot programming/machine Pre-LAT:
YES 2 / NO 0
 - g) Approval of Election District changes: YES 2 / NO 0
 - h) Approval of ordering 100 more poll prints on TIER Grant: YES 2 / NO 0
 - i) Approval of the office reorganization: YES 2 / NO 0
 - j) Approval of adopting New York State Board of Elections Retention rules: YES 2 / NO 0
- V. Adjournment- DUSTIN CZARNY AT 2.39 PM / MICHELE SARDO SECOND

PAY RATES

All Inspectors will receive \$14.20/HR

VSS Stipends- 18G-\$30-EV 18H-\$50-ED

PSM Stipends- 18K-\$45-EV 18M-\$75-ED

TRAINING CLASS \$14.20/hr

INSPECTOR

EARLY VOTING

PRIMARY /GENERAL

REGULAR

\$142.00

\$241.40

\$127.80 (1/2 DAY)

**VOTING SYSTEM
SPECIALIST**

\$172.00

\$291.40

**POLL SITE
MANAGER**

\$187.00

\$316.40

FULL DAY 5AM-10PM= 17
HALF DAY 1PM-10PM= 9

EV = 10

Onondaga County Board of Elections

Petitions and Certificates of Nomination

Petitions and certificates of nomination are used to designate/nominate candidates.

Designating petitions are used for:

- Congress
- State Senate
- State Assembly
- County Offices
- City Offices
- Party Positions
- Villages run by the Board of Elections
- Some Town Offices (varies by party/by town – see list below)
 1. Democrat petitions – Lysander, Manlius, Salina and Spafford
 2. Republican petitions - ALL towns EXCEPT Otisco & Spafford
 3. Conservative petitions – Camillus, Cicero, Clay, Dewitt, Elbridge, Geddes, Lysander, Manlius, Pompey, Salina and Van Buren
 4. Working Families petitions – ALL towns

ANY TOWN NOT COVERED ABOVE NOMINATES CANDIDATES BY CAUCUS

Caucuses may not be held before the first day to sign a designating petition. The chairman of the party calling the caucus must publish in a local newspaper within the town at least one (1) week and not more than two (2) weeks prior to the caucus or by posting in ten (10) public places in the town at least ten (10) days prior. In addition the chairman must file a notice with the town clerk and the County Board of Elections at least ten (10) days prior to the caucus. These notices of caucus are posted in the counter area for the public to see them as well as on our website.

Independent Nominating Petitions are used by candidates seeking an independent line and are for all offices including town offices.

The number of signatures needed to qualify on any type of petition is determined by New York State Election Law.

A designating petition for the designation of candidates for an office to be filled must be signed by 5% of the active enrolled voters of the political party in the political unit unless the statutory numbers are less. See New York State Election Law §6-136.


An independent nominating petition for the nomination of candidates for an office to be filled by the voters of a political unit must be signed by voters numbering 5% of the total number of votes cast for governor at the last gubernatorial election in such unit, excluding blank and void votes unless the statutory numbers are less. See New York State Election Law §6-142.

Petitions and certificates are filed with the Board of Elections during time frames established by election law. (Check political calendar for each year)

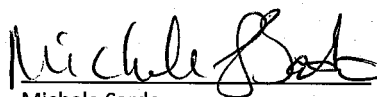
PLEASE NOTE: Any petition, certificate of nomination, acceptance, declination, authorization, disqualification, certificates of substitution, objections, and specifications shall be deemed timely filed and accepted for filing if sent by mail or overnight delivery service, in an envelope postmarked or showing receipt by the overnight delivery service prior to midnight of the last day of filing, and received no later than two business days after the last day to file such certificates, petitions, objections or specifications shall be a fatal defect per NYS Election Law 1-106

When petitions are turned in, they will be time stamped immediately and a copy of the cover sheet with the time stamp showing will be given to the person delivering or if delivered by mail, a copy returned via first class mail to the candidate or agent on file. The petitions will be logged in and a list will be posted on the Onondaga County Board of Elections website and Facebook page each night.

All materials received during this process are secured in a room located within the Board of Elections with a double key bipartisan lock.


Dustin M. Czarny
Commissioner (D)

Onondaga County Board of Elections



Michele Sardo
Commissioner (R)

Onondaga County Board of Elections

REVISED: JANUARY 25, 2023

ONONDAGA COUNTY BOARD OF ELECTIONS

MINUTES OF MEETING BETWEEN COMMISSIONERS

DUSTIN M CZARNY and MICHELE L SARDO

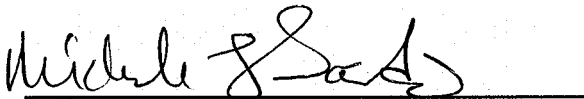
Wednesday, January, 25, 2023

Write in candidate names – What is acceptable?

1. Candidates full name
2. Commonly used nick names with last name, ie Dick for Richard, Jack for John
3. Last name or first initial with last name
4. Phonetic spelling of name if it can be determined by board



Dustin M Czarny
Commissioner (D)
Onondaga County Board of Elections



Michele L SarDO
Commissioner (R)
Onondaga County Board of Elections

ONONDAGA COUNTY BOARD OF ELECTIONS

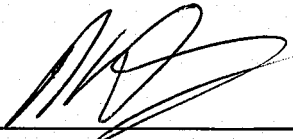
AGREEMENT OF ABSENTEE BALLOT DISTRIBUTION

COMMISSIONERS DUSTIN M. CZARNY and MICHELE L. SARDO


Wednesday, January, 25, 2023

It is the policy of the Onondaga County Board of Elections that:

- All absentee ballots are mailed if time is allowed.
- Any person or agent designated on an absentee application to pick up absentee ballots for another individual will be granted five (5) absentee ballots per day. If a person or agent wishes to drop off more than five (5) such applications at a time, there will be a one (1) business day hold on the issuing of the ballots to allow for the BOE to process the applications as well as notify the recipient by mail and phone that a ballot is being issued in their name.
- Absentee applications/ballots will not be given out together more than one (1) week before a Primary or General Election



Dustin M. Czarny
Commissioner (D)
Onondaga County Board of Elections



Michele L. Sardo
Commissioner (R)
Onondaga County Board of Elections

2023 School District Election Costs

Ballot programming and Machine Pre-Lat =\$50.00 per hour

Ballot printing =\$0.25 per ballot


Please email all requests, ballot information and questions to:

electionrequest@ongov.net

Onondaga County Board of Elections



Dustin M. Czarny



Michele L. Sardo