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LAMB & BARNOSKY, LLP  
ATTORNEYS AT LAW

## MEMORANDUM

**TO: OUR SCHOOL DISTRICT CLIENTS**

**FROM: LAMB & BARNOSKY, LLP**

**RE: TIMELINE FOR "SUPER TUESDAY" 2014**

**DATE: SEPTEMBER 18, 2013**

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Now that another school year has begun, we would like to share with you the following timeline of the important dates and deadlines for the 2014 School District Budget Vote and Board of Education Election.

### MARCH 2014

- March 1: Deadline for submission to the State Comptroller, the Commissioner of Education and the Commissioner of Taxation and Finance of the District's **Tax Levy Limit** for the upcoming school year, together with the information necessary for its calculation

### APRIL 2014

- April 1-5: Permissible dates for the **first publication** of the four legal notices of the Vote [must be published four times during the seven weeks before the Vote, with the first publication occurring at least 45 days before the Vote]

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- April 21:\* Deadline for submission of **Nominating Petitions** for School Board Candidates by 5:00 p.m. in the Office of the District Clerk [30 days before the Vote] [April 30 for Small City School Districts – 20 days before the Vote]
  - April 21:\* Deadline to receive **Voter Propositions** [at least 30 days before the Vote]\*\*
  - April 25: Last day for **Budget Adoption** (see below – based on the last day to submit the Property Tax Report Card)
  - April 28:\* Last day for submission to SED of the **Property Tax Report Card** - the Property Tax Report Card must be submitted to SED by the close of business the day after the Board adopts the Budget and the Property Tax Report Card, but no later than April 28 [24 days before the Vote]

#### MAY 2014

- May 6-13: Permissible dates for the **Public Hearing on the Budget** [7-14 days before the Vote]
- May 6-20: Dates during which copies of the **Budget must be made available** upon request to residents [during the 14 days before the Vote and on the day of the Vote]
- May 6-15: Permissible dates for last day of **Voter Registration** by District's Board of Registration [not more than 14 days nor fewer than five days before the Vote] [May 6 for Small City School Districts – not less than two weeks before the Vote]
- May 13: Deadline to receive **Absentee Ballot Application** if the ballot is to **be mailed** to the Voter [seven days before the Vote] (see below if ballot is to be issued in person to the Voter)

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\*The New York State General Construction Law provides that, when a legal deadline falls on a Saturday, Sunday or public holiday, the deadline will be extended to the next business day.

\*\* Notwithstanding the 30 day deadline, a board of education may adopt a rule requiring other propositions to be submitted a "reasonable time" before the first publication of the legal notice so the proposition can be included in the published notice. The Commissioner has found that a reasonable time includes up to 90 days before the vote.

- May 14: Deadline to **mail the Budget Notice** to all qualified Voters [any time after the Budget Hearing, but no later than six days before the Vote]
- May 19: Deadline to receive an **Absentee Ballot Application** if the ballot is to be issued **in person** to the Voter [the day before the Vote]
- May 20: **School District Budget Vote and Board of Education Election**

Please contact us if you have any questions regarding this area of law, need assistance in calculating specific deadlines and/or would like us to review your voting policies and/or procedures.

THIS MEMORANDUM IS MEANT TO ASSIST IN THE GENERAL UNDERSTANDING OF THE CURRENT LAW. IT IS NOT TO BE REGARDED AS LEGAL ADVICE. THOSE WITH PARTICULAR QUESTIONS SHOULD SEEK THE ADVICE OF COUNSEL.

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