



WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Fire District Election Policy

A. FIRE COMMISSIONER OFFICE ELECTION:

The Wading River Fire District follows all known New York State Laws (Election, Public Officers, Town) that pertain to fire district fire commissioner elections along with timelines for notifications.

ELIGIBILITY: Any fire district resident eighteen (18) years of age or older, not previously convicted of a crime as outlined in New York State Town Law, may run for office of fire commissioner.

REQUIRED PETITION: The Board of Fire Commissioners require that a petition with twenty-five (25) signatures / addresses of registered fire district voters be submitted by a candidate to be eligible to be put on the ballot for the office of fire commissioner election. The need for the petition will be incorporated into the legal notice. The fire district will supply, along with instructions, the proper > petition form to be utilized. The petition paperwork shall be made available during normal fire district business hours. This procedure shall also be stated in the legal notice.

DATE / HOURS: Second Tuesday of December, between the hours of 2 PM and 9 PM.

PLACE OF ELECTION: Wading River Fire Department, 1503 N. Country Rd., Wading River or a place deemed by the Board of Fire Commissioners as an appropriate and safe location within the fire district. This determination shall be done before the legal notice for said election is submitted to the official fire district newspaper.

LEGAL NOTICE(S): The fire district secretary, at the direction of the Board of Fire Commissioners, is responsible for the publication of all legal notices regarding fire district elections. This shall also include a notice of elections to both the Towns of Riverhead / Brookhaven. The secretary shall ascertain the affidavits of proof are read and recorded into the minutes of the fire district minutes.

The district secretary shall also update the electronic signboards outside of the facilities with election date / location / time, as well as update fire district website (if used).

ELECTION INSPECTORS: The Wading River Fire District follows New York State Town Law 175/A, and utilizes four (4) election inspectors from the Suffolk County Board of Election that are residents of the fire district. No other persons, including employees of the Wading River Fire District or members of

the Wading River Fire Department, will be utilized as election inspectors during any aspect of an election. One (1) person shall be designated as the chairperson. The election inspectors will govern the election process as outlined within the town law.

BALLOTS / REGISTRY / VOTING MACHINE: The fire district secretary shall prepare the election ballots. If multiple candidates seek the same position, the ballot shall list the candidates in alphabetical order by last name. The secretary shall also prepare affidavit ballots and secure the fire district voter registry from the Suffolk County Board of Election at the time stated within the town law. The fire district secretary will also arrange for election machine usage.

B. SPECIAL ELECTION:

The Wading River Fire District follows all known New York State Laws (General Municipal, Town) that pertain to fire district special elections (permissive referendum with a petition forcing a mandatory referendum / mandatory referendum).

DATE / HOURS: Only a Tuesday, with the exception of a holiday and the third Tuesday in October (mandatory budget hearing), will be used as stated within town law. The months of January, February, March, July and August shall be avoided if practical, due to limited voter availability. The hours of the election will be from 2 PM and 9 PM.

The remainder of the policy will follow the previously stated procedure regarding the place of election, legal notice(s), election inspectors, and ballots / registry / voting machine.

Attachment:

Adopted by the Wading River Fire District Board of Fire Commissioners on Monday, 05/09/16.

John McManus, Commissioner
Tom Colitti, Commissioner
Glenn Erick, Commissioner
James Meier, Commissioner