

**NY
COM**



March Election | Tuesday, March 15, 2016
June Election | Tuesday, June 21, 2016

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The General Village Election

The village election material contained in this publication was compiled by the New York State Conference of Mayors. The dates and material are based upon current statutory provisions, including amendments through the 2015 session of the State Legislature. This Calendar of Dates is another example of the practical services provided by the Conference of Mayors to its members.

Peter A. Baynes
Executive Director

March Election - Tuesday, March 15, 2016
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General Information

General Election Dates

Election Law § 15-104(1)(a). General village election

The general village election shall be held on the third Tuesday in March except in any village which presently elects, or hereafter adopts a proposition to elect, its officers on a date other than the third Tuesday in March.

Saturday, Sunday and Public Holiday Dates

Election Law § 1-106. Filing of papers; when received

1. All papers required to be filed pursuant to the provisions of this chapter shall, unless otherwise provided, be filed between the hours of 9:00 a.m. and 5:00 p.m. If the last day for filing shall fall on a Saturday, Sunday or legal holiday, the next business day shall become the last day for filing. All papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed timely filed and accepted for filing when received.
2. The failure to file any petition or certificate relating to the designation or nomination of a candidate for party position or public office or to the acceptance or declination of such designation or nomination within the time prescribed by the provisions of this chapter *shall be a fatal defect* (emphasis added).

General Construction Law § 24 Public holidays; half-holidays

Pursuant to General Construction Law § 24, the following days are public holidays:

Public Holiday	2016 Date
January 1st - New Year's Day	Friday, January 1, 2016
Third Monday in January - Dr. Martin Luther King, Jr. Day	Monday, January 18, 2016
February 12th - Lincoln's Birthday	Friday, February 12, 2016
Third Monday in February - Washington's Birthday	Monday, February 15, 2016
Last Monday in May - Memorial Day	Monday, May 30, 2016
June 14th - Flag Day	Tuesday, June 14, 2016
July 4th - Independence Day	Monday, July 4, 2016
First Monday in September - Labor Day	Monday, September 5, 2016
Second Monday in October - Columbus Day	Monday, October 10, 2016
November 11th - Veterans' Day	Friday, November 11, 2016
Fourth Thursday in November - Thanksgiving Day	Thursday, November 24, 2016
December 25th - Christmas Day	Monday, December 26, 2016

If any of these days falls on a Sunday (except Flag Day), then the holiday is celebrated the next day.

March Village Election - Tuesday, March 15, 2016

NOTE: If the village fails to publish or post required information, the election will not be invalidated, except that a vote on a proposition will be void if the required notice of election is not given (see Election Law § 15-104 (5)).

Thursday, October 15, 2015 – For villages whose March elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of elections a certificate setting forth each village office to be filled.

Election Law § 4-106(2). At least five (5) months prior to the election.

Sunday, November 15, 2015 – For villages whose March elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

Election Law § 4-104(1). At least four (4) months prior to the election.

Sunday, November 15, 2015 – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

Election Law § 15-104(3)(a). At least four (4) months prior to the election.

Sunday, November 15, 2015 – First day village clerk may accept absentee ballot applications.

Election Law § 15-120(4). Not earlier than four (4) months prior to the election.

Monday, November 16, 2015 – Last day to divide village into election districts.

Election Law § 15-110(5). At least 120 days before the election.

Monday, November 30, 2015 – First day that an individual may sign a party primary designating petition.

Election Law § 15-108(9). Not earlier than six (6) weeks prior to the last day to file party primary designating petitions.

Monday, December 28, 2015 – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 32 days before the primary.

Tuesday, December 29, 2015 – First day that individuals may sign independent nominating petitions.

Election Law § 15-108(9). Not earlier than six (6) weeks before the last day to file independent nominating petitions.

Monday, January 4, 2016 – First day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.

Tuesday, January 5, 2016 to Tuesday, January 12, 2016 – First day political parties may publish notice of a party caucus in a newspaper (this date depends upon the date of the caucus).

Election Law § 15-108(2)(c). Not earlier than two (2) weeks before the caucus.

Thursday, January 7, 2016 to Thursday, January 14, 2016 – Last day to file a declination of a party primary designation (this date depends upon the date the designating petition was filed).

Election Law § 15-108(7)(e). Within three (3) days of filing of the designating petition.

NOTE: Within one (1) day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition.

Monday, January 11, 2016 to Tuesday, January 19, 2016 – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections (this date depends upon the scheduled date of the caucus).

Election Law § 15-108(2)(c). At least 10 days before the scheduled caucus.

NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, January 9th or Sunday, January 10th, the last date to post and file is pushed to Monday, January 11th. This is also the case if the last day to post and file falls on or is extended to a public holiday. Thus, if 10 days before a scheduled caucus falls on Saturday, January 16th or Sunday, January 17th, the filing deadline is extended to Tuesday, January 19th, since Monday, January 18th is Martin Luther King, Jr. Day.

Monday, January 11, 2016 – Last day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.

NOTE: Upon the filing of a designating petition, the village clerk must notify via mail each individual designated. The notice must (1) state the last day to decline the designation, and (2) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Tuesday, January 12, 2016 – Last day to file written objections to party primary designating petitions.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.

Thursday, January 14, 2016 – Last day to file written specifications of objections to party primary designating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections.

NOTE: If an objection to a party primary designating petition is filed before January 12th, the written specifications will be due before January 14th, the exact date is dependent upon the filing date of the objection. For example, if a written objection was filed on Monday, January 11th, the written specifications would be due on Wednesday, January 13th.

Friday, January 15, 2016 – Last day for the board of trustees to adopt a resolution providing that there will not be a village registration day.

Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.

Friday, January 15, 2016 – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open from at least 12:00 noon until 9:00 p.m.

Election Law § 15-104(3). Must be adopted at least 60 days prior to the election

Friday, January 15, 2016 – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 11 days before the primary.

Tuesday, January 19, 2016 – Earliest date for holding a party caucus.

Election Law § 15-108(2)(a). Not more than 56 days before the election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law § 15-108(2)(c).

Thursday, January 21, 2016 – First day a certificate of party nomination may be filed.

Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.

Tuesday, January 26, 2016 – Primary day in villages where party nominations are made via a primary.

Election Law § 15-108(2)(a). Must be 49 days prior to the village election.

NOTE: Party officials must publish notice of the primary in at least one (1) newspaper of general circulation within the village of the primary at least once a week for two (2) weeks prior to the primary. Election Law § 15-108(2)(b).

Tuesday, January 26, 2016 – Last date for holding a party caucus.

Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law § 15-108(2)(c).

Thursday, January 28, 2016 – Last day to file a certificate of party nomination.

Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.

NOTE: If a list of caucus or primary participants is not filed with the certificate, the clerk must immediately mail notice to those who signed the certificate, stating that the list of nominations must be filed within five (5) days after the mailing of the notice. Election Law § 15-108(2)(e).

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must mail notice thereof to each person. The notice must state the last day to decline the designation or nomination, and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Friday, January 29, 2016 – Last day to file written objections to certificates of party nomination.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.

Monday, February 1, 2016 – Last day to file a certificate of acceptance or declination of a party nomination.

Election Law § 15-108(7)(b). Not later than 44 days prior to the election

NOTE: Forty-four days prior to the election is Sunday, January 31st.

When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.

Monday, February 1, 2016 – Last day to file written specifications of objections to certificates of party nomination.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections.

NOTE: If an objection is filed on Thursday, January 28th or Friday, January 29th, the last day to file written specifications on the objection would be on Saturday, January 30st or Sunday, January 31st, respectively. Pursuant to Election Law § 1-106, the last day to file is extended to Monday, February 1st.

Tuesday, February 2, 2016 – First day to file an independent nominating petition.

Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.

Wednesday, February 3, 2016 – Last day to fill a vacancy caused by a declination of a party nomination.

Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.

Thursday, February 4, 2016 – Last day for the board of trustees to appoint election inspectors.

Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County. Election Law § 15-116(2)).

Friday, February 5, 2016 – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 10 days after the primary.

Sunday, February 7, 2016 – Last day for the board of trustees to adopt a resolution establishing a second registration day to be 12 days before the election.

Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.

Tuesday, February 9, 2016 – Last day to file independent nominating petitions for an office to be filled at the general village election.

Election Law § 15-108(8)(a). Not later than 35 days before the village election.

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Wednesday, February 10, 2016 – Last day to file written objections to independent nominating petitions.

Election Law § 15-108(10)(d). Not later than one (1) day after the last date to file the petition with the village clerk.

Friday, February 12, 2016 – For villages with two registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

Election Law § 15-118(4). At least 20 days before the first registration day.

Sunday, February 14, 2016 – For villages with only one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

Election Law § 15-118(4). At least 20 days before the registration day.

Tuesday, February 16, 2016 – Last day to file written specifications of objections to independent nominating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections.

NOTE: If an objection to an independent nominating petition is filed before February 10th, the written specifications will be due before February 16th, the exact date dependent upon the filing date of the objection.

NOTE: 32 days prior to the election is Friday, February 12th. Pursuant to Election Law §1-106, the last day to file is extend to Tuesday, February 16th because Friday, February 12th is Lincoln's birthday and Monday, February 15th is Washington's Birthday.

Tuesday, February 16, 2016 – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 32 days before the election.

NOTE: 32 days prior to the election is Friday, February 12th. Pursuant to Election Law §1-106, the last day to file is extend to Tuesday, February 16th because Friday, February 12th is Lincoln's birthday and Monday, February 15th is Washington's Birthday.

Tuesday, February 16, 2016 – Last day to file certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

Election Law § 15-108(8)(b). Not later than three (3) days after the last day to file the petition.

NOTE: 32 days prior to the election is Friday, February 12th. Pursuant to Election Law §1-106, the last day to file is extend to Tuesday, February 16th because Friday, February 12th is Lincoln's birthday and Monday, February 15th is Washington's Birthday.

Tuesday, February 16, 2016 – Last day to file a certificate to fill a vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

Election Law § 15-108(8)(c). Not later than three (3) days after the last day to file a certificate of declination.

NOTE: Three (3) days after the last day to file is Monday, February 15th. Pursuant to Election Law § 1-106, the last day to file is extended to Tuesday, February 16th, because Monday, February 15th is Washington's Birthday.

Monday, February 22, 2016 – For villages with two registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Wednesday, February 24, 2016 – For villages with only one registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Thursday, March 3, 2016 – First registration day in villages with two registration days.

Election Law § 15-118(5). Twelve days before the general village election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.

Friday, March 4, 2016 – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 11 days before the election.

Friday, March 4, 2016 – Last day individuals may register with the county board of elections to be eligible to vote in the village election.

Election Law § 15-118(2). At least 10 days before the election.

NOTE: At least 10 days before the election is Saturday, March 5th. As county boards of election are closed on Saturdays, the last day to register and be eligible to vote is Friday, March 4th.

Saturday, March 5, 2016 – Last day for the village clerk to publish notice setting forth the (1) polling place in each district, (2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), (3) names and addresses of candidates, offices, and term nominated for, and (4) abstract of any proposition.

Election Law §§ 15-104(3)(c) and (4). At least 10 days prior to general village election. The notice must also be posted in six (6) conspicuous places in the village and at each polling place at least one (1) day before election.

Saturday, March 5, 2016 – Registration day in villages with one registration day. For villages with two registration days, this is the second registration day.

Election Law § 15-118(5). Ten days prior to election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.

Tuesday, March 8, 2016 – Last day for the board of elections to provide a list of registered voters to the village clerk.

Election Law § 5-612(1). At least seven (7) days prior to general village election.

NOTE: The village clerk must contact the county board of elections for a list of registered voters.

Tuesday, March 8, 2016 – Last day for the village clerk to receive applications for absentee ballots to be mailed to qualified voters.

Election Law § 15-120(4). At least seven (7) days prior to election.

Wednesday, March 9, 2016 – Last day for the village clerk to mail absentee ballots to qualified voters.

Election Law § 15-120(5). Not later than six (6) days before the village election.

Thursday, March 10, 2016 – Sample ballots must be made available for public inspection no later than this day.

Election Law § 7-128(1). Not later than five (5) days prior to the election.

NOTE: NYCOM recommends that the clerk prepare a draft of the ballot and give the candidates an opportunity to review it as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots.

Monday, March 14, 2016 – Last day for the village clerk to receive personal applications for an absentee ballot from applicant or applicant's agent. Upon receiving an application, the clerk must deliver the absentee ballot to the applicant or their agent named in the application.

Election Law § 15-120(5). Not later than one (1) day prior to the election.

Tuesday, March 15, 2016 – The village election.

Election Law § 15-104. March village elections held on the third Tuesday of March. Election Law § 15-104(a).

Tuesday, March 15, 2016 – Village clerk must deliver the absentee ballots to the board of inspectors.

Election Law § 15-120(7). On the day of the general village election. Last day for the village clerk to receive absentee ballots in person or by mail.

Wednesday, March 16, 2016 – Inspectors must file a certificate of canvass of voters with the village clerk.

Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.

Wednesday, March 16, 2016 – The board of trustees must meet to canvass the election returns when a village has more than one election district.

Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.

Thursday, March 17, 2016 – The last day the clerk may, upon his or her own volition or upon the written request of any candidate, cause a recanvass of the votes cast in the village election.

Election Law § 15-126(3). Not later than two (2) days after the date of the election.

Friday, March 18, 2016 – Last day for the village clerk to notify the individuals that have been elected and must take an oath of office within 30 days after they take office.

Election Law § 15-128. Within three (3) days after the village election.

Friday, March 18, 2016 – The deadline by which the clerk must notify the county board of elections of the request for recanvass.

Election Law § 15-126(3). Within one (1) day after receiving the written request.

NOTE: This is the last possible date the clerk may notify the Board of Elections of the request to recanvass. If the clerk receives the written request prior to Thursday, March 17th, he or she has one day to notify the Board of Elections.

Monday, April 11, 2016 – Deadline for filing the third statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 27 days after the election.

June Village Election - Tuesday, June 21, 2016

Thursday, January 21, 2016 – For villages whose June elections are conducted by the county board of elections, last day for the village clerk to transmit to the county board of elections a certificate setting forth each village office to be filled.

Election Law § 4-106(2). At least five (5) months prior to the election.

Sunday, February 21, 2016 – For villages whose June elections are conducted by the county board of elections, last day for the board of trustees to submit to the county board of elections a list of polling places within the village.

Election Law § 4-104(1). At least four (4) months prior to the election.

Sunday, February 21, 2016 – Last day for the village clerk to publish a notice designating the office(s) to be filled and the term(s) thereof.

Election Law § 15-104(3)(a). At least four (4) months prior to the election.

Sunday, February 21, 2016 – First day village clerk may accept absentee ballot applications.

Election Law § 15-120(4). Not earlier than four (4) months prior to the election.

Monday, February 22, 2016 – Last day to divide village into election districts.

Election Law § 15-110(5). At least 120 days before the election.

Monday, March 7, 2016 – First day that an individual may sign a party primary designating petition.

Election Law § 15-108(9). Not earlier than six (6) weeks prior to the last day to file party primary designating petitions.

Friday, April 1, 2016 – Deadline for filing the first statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 & 6200.2. Must be 32 days before the primary.

Tuesday, April 5, 2016 – First day that individuals may sign independent nominating petitions.

Election Law § 15-108(9). Not earlier than six (6) weeks before the last day to file independent nominating petitions.

Monday, April 11, 2016 – First day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not earlier than 22 days before the primary.

Tuesday, April 12, 2016 to Tuesday, April 19, 2016 – First day political parties may publish notice of a party caucus in a newspaper (this date depends upon the date of the caucus).

Election Law § 15-108(2)(c). Not earlier than two (2) weeks before the caucus.

Thursday, April 14, 2016 to Thursday, April 21, 2016 – Last day to file a declination of a party primary designation (this date depends upon the date the designating petition was filed).

Election Law § 15-108(7)(e). Within three (3) days of filing of the designating petition.

NOTE: Within one (1) day of a declination being filed, the village clerk must notify the committee to fill vacancies named in the petition.

Monday, April 18, 2016 to Monday, April 25, 2016 – Last day to post and file notice of the party caucus in the offices of the village clerk and county board of elections (this date depends upon the scheduled date of the caucus).

Election Law § 15-108(2)(c). Notice must be filed in the offices of the village clerk and the county board of elections at least 10 days before the scheduled caucus.

NOTE: When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day. Thus, if 10 days before a scheduled caucus falls on Saturday, April 16th or Sunday, April 17th, then the filing deadline is extended to Monday, April 18th.

Monday, April 18, 2016 – Last day to file party designating petitions for village primaries.

Election Law § 15-108(7)(d). Not later than 15 days prior to the primary.

NOTE: Upon the filing designating petition, the village clerk must notify via mail each individual designated. The notice must a) state the last day to decline the designation, and b) include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Tuesday, April 19, 2016 – Last day to file written objections to party primary designating petitions.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.

Thursday, April 21, 2016 – Last day to file written specifications of objections to party primary designating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections.

NOTE: If an objection to a party primary designating petition is filed before April 14th, the written specifications will be due before April 16th, the exact date dependent upon the filing date of the objection.

Thursday, April 21, 2016 – Last day for the board of trustees to adopt a resolution abolishing the village registration day.

Election Law § 15-118(3). Resolution is effective for all village elections held more than 60 days after the resolution is adopted.

Friday, April 22, 2016 – Last day for the board of trustees to adopt a resolution identifying the polling place in each district and the hours the polls will be open. Polls must be open at minimum from 12:00 noon until 9:00 p.m.

Election Law § 15-104(3). Must be adopted at least 60 days prior to the election.

Friday, April 22, 2016 – Deadline for filing the second statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 11 days before the primary.

Tuesday, April 26, 2016 – Earliest date for holding a party caucus.

Election Law § 15-108(2)(a). Not more than 56 days before the election.

NOTE: Party officials must either:

- a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***
- b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.*

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law § 15-108(2)(c).

Thursday, April 28, 2016 – First day a certificate of party nomination may be filed.

Election Law § 15-108(7)(a). Not earlier than 54 days prior to election.

Tuesday, May 3, 2016 – Primary day in villages where party nominations are made via a primary.

Election Law § 15-108(2)(a). Must be 49 days prior to the village election.

NOTE: Party officials must publish notice of the primary in at least one newspaper of general circulation within the village at least once a week for two (2) weeks prior to the primary. Election Law § 15-108(2)(b).

Tuesday, May 3, 2016 – Last date for holding a party caucus.

Election Law § 15-108(2)(a). Not later than 49 days prior to the village election.

NOTE: Party officials must either:

*a) publish notice of the caucus in a newspaper not more than two (2) nor less than one (1) week before the caucus, **or***

b) post notice of the caucus in six (6) public places in the village at least 10 days before the caucus.

Notices must also be filed and posted in the offices of the village clerk and county board of elections at least 10 days before the caucus. Election Law § 15-108(2)(c).

Thursday, May 5, 2016 – Last day to file a certificate of party nomination.

Election Law § 15-108(7)(a). Not later than 47 days prior to the village election.

NOTE: If a list of caucus or primary participants is not filed with the certificate, the clerk must immediately mail notice to those who signed the certificate, stating that the list of nominations must be filed within five (5) days after the mailing of the notice. Election Law § 15-108(2)(e).

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must mail notice thereof to each person. The notice must state that the last day to decline the designation or nomination, and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Friday, May 6, 2016 – Last day to file written objections to certificates of party nomination.

Election Law § 15-108. Not later than one (1) day after the last date to file the petition with the village clerk.

Monday, May 9, 2016 – Last day to file a certificate of acceptance or declination of a party nomination.

Election Law § 15-108(7)(b). Not later than 44 days prior to the election.

NOTE: Forty-four days prior to the election is Sunday, May 8th. When the last day to post and file a notice of the party caucus in the offices of the village clerk and county board of elections falls on a Saturday or a Sunday, then, pursuant to Election Law § 1-106, the last day to file the notice is extended to the next business day.

Monday, May 9, 2016 – Last day to file written specifications of objections to certificates of party nomination.

Election Law § 15-108. Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections.

NOTE: If an objection to a certificate of party nomination is filed before Friday, May 6th, the written specifications will be due before Friday, May 6th, the exact date dependent upon the filing date of the objection.

NOTE: If an objection is filed on Thursday, May 5th or Friday, May 6th, the last day to file written specifications of the objection would be on Saturday, May 7th or Sunday, May 8th respectively. Pursuant to Election Law § 1-106, the last day to file the written specifications would be extended to Monday, May 9th.

Tuesday, May 10, 2016 – First day to file an independent nominating petition.

Election Law § 15-108(8)(a). Not earlier than 42 days before the village election.

Wednesday, May 11, 2016 – Last day to fill a vacancy caused by a declination of a party nomination.

Election Law § 15-108(7)(c). Not later than 41 days prior to the village election.

Thursday, May 12, 2016 – Last day for the board of trustees to appoint election inspectors.

Election Law § 15-116(1). At least 40 days before the general village election (See special provisions for Nassau County).

Election Law § 15-116 (2)).

Friday, May 13, 2016 – Deadline for filing the third statement of campaign receipts and expenditures for the village primary.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 10 days after the primary.

Sunday, May 15, 2016 – Last day for the board of trustees to adopt a resolution establishing a second registration day to be 12 days before the election.

Election Law § 15-118(5). Not later than 37 days prior to the first election for which it is effective.

Tuesday, May 17, 2016 – Last day to file independent nominating petitions for an office to be filled at the general village election.

Election Law § 15-108(8)(a). Not later than 35 days before the village election.

NOTE: Upon the filing of a certificate of nomination or a petition nominating a person, the village clerk must immediately notify via mail each individual nominated. The notice must state the last day to decline and include a statement that the candidate's name will appear on the ballot as it appears in the notice. Election Law § 6-144.

Wednesday, May 18, 2016 – Last day to file written objections to independent nominating petitions.

Election Law § 15-108(10). Not later than one (1) day after the last date to file the petition with the village clerk.

Friday, May 20, 2016 – Last day to file written specifications of objections to independent nominating petitions.

Election Law § 15-108(10). Written specifications of the grounds of the objections must be filed with the village clerk within two (2) days after the filing of the written objections.

NOTE: If an objection to an independent nominating petition is filed before Sunday, May 8th, the written specifications will be due before Friday, May 20th, the exact date dependent upon the filing date of the objection.

Friday, May 20, 2016 – For villages with two registration days, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

Election Law § 15-118(4). At least 20 days before the first registration day.

Friday, May 20, 2016 – Deadline for filing the first statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 32 days before the election.

Friday, May 20, 2016 – Last day to file certificate of acceptance or declination of an independent nomination for an office to be filled at the village election.

Election Law § 15-108(8)(b). Not later than three (3) days after the last day to file the petition.

Sunday, May 22, 2016 – For villages with only one registration day, last day for the board of trustees to adopt a resolution stating the place and hours at which inspectors will meet to prepare register and the hours and place of registration and election.

Election Law § 15-118(4). At least 20 days before the registration day.

Monday, May 23, 2016 – Last day to file a certificate to fill a vacancy caused by declination of an independent nomination for an office to be filled at the general village election.

Election Law § 15-108(8)(c). Not later than three (3) days after the last day to file a certificate of declination.

Monday, May 30, 2016 – For villages with two registration days, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Wednesday, June 1, 2016 – For villages with only one registration day, last day to publish and post in each election district a copy of the resolution stating the date, place, and time when inspectors will meet to register voters.

Election Law § 15-118(4). At least 10 days prior to registration day.

Thursday, June 9, 2016 – First registration day in villages with two registration days.

Election Law § 15-118(5). Twelve days before general village election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.

Friday, June 10, 2016 – Deadline for filing the second statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 11 days before the election.

Friday, June 10, 2016 – Last day individuals may register with the county board of elections to be eligible to vote in the village election.

Election Law § 15-118(2). At least 10 days before the election.

NOTE: At least 10 days before the election is Saturday, June 11th. As county boards of elections are closed on Saturdays, the last day to register and be eligible to vote is Friday, June 10th.

Saturday, June 11, 2016 – Last day for the village clerk to publish notice setting forth the (1) polling place in each district, (2) hours during which the polls are open (at least 12:00 noon to 9:00 p.m.), (3) names and addresses of candidates, offices, and term nominated for, and (4) abstract of any proposition.

Election Law §§ 15-104(3)(c) and (4). At least 10 days prior to general village election. The notice must also be posted in six (6) conspicuous places in the village and at each polling place at least one (1) day before election.

Saturday, June 11, 2016 – Registration day in villages with one registration day. For villages with two registration days, this is the second registration day.

Election Law § 15-118(5). Ten days prior to election.

NOTE: The hours of registration must be at minimum from 12:00 noon to 5:00 p.m.

Tuesday, June 14, 2016 – Last day for the board of elections to provide a list of registered voters to the village clerk.

Election Law § 5-612(1). At least seven (7) days prior to general village election.

NOTE: The village clerk must contact the county board of elections for a list of registered voters.

Tuesday, June 14, 2016 – Last day for the village clerk to receive applications for absentee ballots to be mailed to qualified voters.

Election Law § 15-120(4). At least seven (7) days prior to election.

Wednesday, June 15, 2016 – Last day for the village clerk to mail absentee ballots to qualified voters.

Election Law § 15-120(5). Not later than six (6) days before the village election.

Thursday, June 16, 2016 – Sample ballots must be made available for public inspection no later than this day.

Election Law § 7-128(1). Not later than five (5) days prior to the election.

NOTE: NYCOM recommends that the clerk prepare a draft of the ballot and give the candidates an opportunity to review the draft of the ballot as soon as possible after the slate of candidates has been finalized and prior to sending out any absentee ballots.

Monday, June 20, 2016 – Last day for the village clerk to receive personal applications for an absentee ballot from applicant or applicant’s agent. Upon receiving an application, the clerk must deliver the absentee ballot to the applicant or their agent named in the application.

Election Law § 15-120(5). Not later than one (1) day prior to the election.

Tuesday, June 21, 2016 – The village election.

By State law, general village elections are held on the third Tuesday in March. However, villages can, and many have, chosen to hold their elections on another date. The most popular date to hold village elections, other than in March, is the third Tuesday in June.

Tuesday, June 21, 2016 – Village clerk must deliver the absentee ballots to the board of inspectors.

Election Law § 15-120(7). On the day of the general village election. Last day for the village clerk to receive absentee ballots in person or by mail.

Wednesday, June 22, 2016 – Inspectors must file a certificate of canvass of voters with the village clerk.

Election Law § 15-126(1). Before 9:00 a.m. of the day following the village election.

Wednesday, June 22, 2016 – The board of trustees must meet to canvass the election returns when a village has more than one election district.

Election Law § 15-126(1). Not later than 8:00 p.m. of the day after the village election.

Thursday, June 23, 2016 – The last day a recanvass of the vote may be requested.

Election Law § 15-126(3). Not later than two (2) days after the date of the election.

NOTE: The clerk may, upon his or her own volition, and must, upon the written request of any candidate, cause a recanvass of the votes cast in the village election.

Friday, June 24, 2016 – The deadline by which the clerk must notify the county board of elections of the request for recanvass.

Election Law § 15-126(3). Within one (1) day after receiving the written request.

NOTE: This is the last possible date the clerk may notify the Board of Elections of the request to recanvass. If the clerk receives the written request prior to Thursday, June 24th, he or she has one day to notify the Board of Elections.

Friday, June 24, 2016 – Last day for the village clerk to notify the individuals that have been elected and must take an oath of office within 30 days after they take office.

Election Law § 15-128. Within three (3) days after the village election.

Monday, July 18, 2016 – Deadline for filing the third statement of campaign receipts and expenditures for the village election.

Rules of the State Board of Elections §§ 6200.1 and 6200.2. Must be 27 days after the election.



The New York State Conference of Mayors and Municipal Officials (NYCOM) is an association of, and for, cities and villages in New York. Since 1910, NYCOM has united local government officials in an active statewide network. By force of our membership of nearly 600 municipalities, NYCOM is a powerful advocate for city and village interests in the state legislature and with state agencies. We are a readily accessible source of practical information touching upon every area of municipal activity. NYCOM is also a leader in the on-going training and education of local officials. From training programs to legislative advocacy to inquiry handling, NYCOM assists city and village officials in providing essential services in a cost effective manner.