



DELAWARE COUNTY DEMOCRATIC COMMITTEE (DCDC) PUBLIC HANDBOOK

2021 – 2023

P. O. Box 222, Delhi, NY 13753

FROM THE CHAIR

WELCOME TO THE DELAWARE COUNTY DEMOCRATIC COMMITTEE (DCDC) PUBLIC HANDBOOK

If you're thinking of becoming a member, or just want to learn about DCDC, I hope you find this handbook helpful in answering any questions about your participation with your Town Committee and with the Delaware County Democratic Committee (DCDC), which is comprised of all the Town Committees. The handbook that you are looking at is a condensed version of the more detailed handbook available to DCDC members which is meant to help guide members as they go about the very important work of a Town and DCDC member. The intent of this version is to introduce you to DCDC.

Committee members are elected representatives of their towns. They act as liaisons between Democrats in their towns and the county and their elected officials. Committee members work to carry out the Democratic mission and to find others who will do so. They act to improve society and they work to help get candidates elected and support them while in office. The Democratic Party is a "big tent" party. At all levels, the Democratic Party is inclusive, seeking the greatest possible public participation in our civic society.

To experience the most benefit and meaningful impact from DCDC, I encourage you to:

- **Jump in with both feet!** We are limited in our influence only by the size of our imagination and number of volunteers. There's always something that needs doing.
- **Ask questions!** Election cycles are complicated and different from year to year. We have a rich history of successes and challenges. Don't hesitate to get in touch with your Town Chair, other town Committee members (<https://dcnydems.org/county-members/>) or me with your questions and suggestions. We deeply appreciate your getting involved!
- **Join a subcommittee or two!** We have activities occurring throughout the year that need your experience, skills, time, and guidance. The subcommittees are truly where the action is. You can be of help on subcommittees even if you are not yet a member of DCDC.
- **Share what we're doing!** Word of mouth and invitations from friends are the absolute best way to grow our numbers, so please always look for people you can invite to join us and bring them in!
- **BECOME AN OFFICIAL MEMBER OF YOUR TOWN COMMITTEE AND OF DCDC!**

Again, welcome! We deeply appreciate your being amongst us!

Kathleen Hayek
Chair, Delaware County Democratic Committee
Phone: 607.865.7201
Email: chair@dcnydems.org

INTRODUCTION

The Delaware County Democratic Committee (DCDC) Public Handbook is a guide for Democrats in Delaware County who want to learn about DCDC and help accomplish our mission. The Handbook provides the procedural and organizational information needed to participate on Town and Delaware County Democratic Committees. Good government does not happen by magic. It takes people of good will working together, to elect competent officials and to keep them accountable.

This Handbook will introduce you to the many opportunities to make meaningful and important contributions to the political process at both town and county levels, especially by being active on your Town and County Committees. The information provided here will give you a greater understanding of how things work and a stronger foundation for affecting your government and working for change. Some information that is included:

1. Democratic Party Overview
 - a. Our mission
 - b. How we are organized at the local, state and national levels.
2. How to become a member of a Town Committee and of DCDC.
3. How Town and County Committees are organized.
- 4.. What Town and County Committees do.
5. What DCDC Subcommittees do and how to join them.
6. How to contact DCDC and its Committee members.
7. The structure and organization of Town (Appendix B) and County (www.delcony.us/government/) Government in Delaware County)

This Handbook will tell you how your relationship with DCDC can be mutually beneficial. We encourage you to actively participate as help is always needed to reach our goals. There is always something you can do to help -- If you are interested in contributing in a way that is not mentioned in this Handbook, let one of the officers of DCDC know what you would like to do. Your contributions are important, they are always valued and new ideas are always welcomed.

This Handbook was compiled by Bonnie Seegmiller (who takes responsibility for any errors). Others contributed to the Handbook and should share in any credit, especially Paula Schermerhorn, Melissa Bennett, Anthony White, Mel Greenberg, Lisa Tait and Kim Van Atta. Thanks also to Vicki Schoell, Burr Hubbell and Marni Greenberg.

This Handbook is seen as a work in progress. We welcome suggestions about what to modify, include or delete in future versions. Please send any suggested changes to bseegmil@hunter.cuny.edu

DEMOCRATIC PARTY OVERVIEW

OUR MISSION

The Democratic Party fights for a better, fairer, and brighter future for every American, empowering grassroots voters and working to build a better society. Good governance is what we fight for – the means to these ends. At all levels, the Democratic Party is inclusive, and strives for the greatest possible public participation in our society.

The Delaware County Democratic Committee (DCDC), the official representative of the Democratic Party in Delaware County, actively supports these goals. DCDC committee members work to carry out the Democratic mission to benefit the general welfare and to implement change through increasing public awareness and through support for legislation, candidates and office holders working to further our goals. DCDC addresses important issues in our county as well as on town, state and federal levels. We encourage all Democrats to participate in their government by voting, by having their voices be heard by their elected officials, and even, perhaps, by running for office themselves.

HOW WE ARE ORGANIZED

Overall, the structure of the Democratic Party reflects the administrative structure of the government at each level: Individual, Town, County, State and National. For the nation as a whole, there is the Democratic National Committee. For New York State as a whole, there is the New York State Democratic Committee. Each of the 62 counties in New York State has a Democratic County Committee. (For Delaware County in particular, this is DCDC). The County Committees comprise the Town Committees, which in turn are made up of Individuals who are the building blocks of the Democratic Party; they are the registered Democratic voters in each town.

AT THE LOCAL LEVEL

Town Committees. Delaware County is divided into 19 towns: Andes, Bovina, Colchester, Davenport, Delhi, Deposit, Franklin, Hamden, Hancock, Harpersfield, Kortright, Masonville, Meredith, Middletown, Roxbury, Sidney, Stamford, Tompkins and Walton. Each town is divided into a set number of Election Districts (EDs) based on the number of registered Democrats in that town. The number of Town Committee members in each ED (generally two) is based upon the Democratic turnout in the last gubernatorial election. Some of the smaller towns in Delaware County, such as Bovina and Masonville, have only one or two districts, while other larger towns, such as Sidney and Middletown, have several.

County Committees. Representing your ED's Democratic voters on your Town Committee also means that you automatically represent your Town on the County Committee. In other words, the County Committees are comprised of all members of the Town Committees in each county. DCDC is the County Committee in Delaware County.

AT THE STATE AND NATIONAL LEVELS

The New York State Democratic Committee (NYSDC).

The people of New York State are also represented in the two lawmaking bodies at the state level, the State Assembly and the State Senate. Delaware County voters, depending upon where they live, are represented in the State Senate as part of three different State Senate Districts (the 42nd SD, the 51st SD and the 52nd SD).

Delaware County voters, depending on where in the county they live, are also represented in the State Assembly as part of three different Assembly Districts (AD), the 101st AD, the 102nd AD and the 122 AD. Two individuals are elected to represent each AD on the NYSDC. Most State Committee members are also County Committee members.

The Democratic National Committee (DNC). NYSDC elects members to the National Committee

JOIN US! HOW TO BECOME A MEMBER OF TOWN AND COUNTY COMMITTEES

In New York State, the election process for individuals who want to serve on Town and County Committees follows the same process that all candidates for office use to get on the ballot: Petitioning. This process involves gathering signatures on petitions of registered Democrats in your town in your Election District (ED) once every odd year. See Appendix A and contact the Delaware County Board of Elections for information on petitioning (607.832.5321).

The number of signatures required is usually nominal and varies from ED to ED. Terms are for two years.

The number of positions on a Town Committee depends on the number of EDs in the town. Each town has a set number of EDs based on the number of registered Democrats in that town. The number of committee members in each ED depends on the Democratic voter turnout in the last gubernatorial election, but each ED has at least two. Should more candidates in an ED submit petitions than there are committee seats, there would be a primary, and the two candidates receiving the most votes in that ED would be the winners and seated on their Town Committees. All members of Town Committees who have filed petitions and have won in their EDs automatically become members of the County Committee.

Should a vacancy occur on a Town Committee between election years, that Town's Chair may nominate an interested Democrat from their town to fill the vacancy. Such nominations are subject to approval by a vote of the County Committee at any of its meetings.

The members and chairs of Delaware County's Town Committees and DCDC, along with their email addresses may be found at <https://dcnydemocrats.org/county-members/>. You are encouraged to contact your Town's Chair or the County Chair with any questions or ideas you may have.

The procedure is similar if you would like to be elected to New York State Democratic Committee. The petition signatures, however, are of registered Democrats in your Assembly District and petitioning takes place in even years.

TOWN COMMITTEES

INTRODUCTION

The Delaware County Democratic Committee (DCDC) and its Town Committees are the grassroots of the Party, the places where Democrats come together to exchange ideas, discuss political organization and action, and work to grow the Party and get Democrats elected to office in order to provide the best government possible.

There are many ways to participate in town or county politics with different degrees of involvement. While many people do get involved, only a small number take that step of actually running for office. However, there are numerous other opportunities to make meaningful and important contributions to the political process, especially by participating on your Town and County Committees as they work together and help each other.

Appendix B tells you about the structure of town government in Delaware County; How are town governments organized? Who are the elected officials in the towns and what are their duties? This information will provide you with a greater understanding of how things work and a stronger foundation for affecting your government and working to improve your community and for change. It might even give you some ideas about how you might best serve your town by running for office.

HOW TO JOIN A TOWN COMMITTEE

To join a Town Committee, you must petition and be elected to represent your Election District (ED) in your town (See previous section on “How to Join Us” and Appendix A). When you are elected to represent your ED on your Town Committee, you also automatically become a member of the County Committee.

You are encouraged to contact your town’s chair or other members in your town with any questions or ideas you may have.

ORGANIZATION OF TOWN COMMITTEES

Town Committees are free to organize themselves as they wish in order to maximize their effectiveness, provided that their activities are consistent with the County and State Committees’ rules and with New York State Election Law.

Each Town Committee must meet at least once every two years within ten days of the County Committee Reorganization meeting (between September 17th and October 6th) to choose its officers. The duly elected Town Chair automatically becomes a member of the County Committee Executive Committee as provided for in DCDC’s Bylaws and as described in this Handbook in the “County Committee” section. Although all towns must choose a Chair and Treasurer, many Town Committees also choose other officers, such as a Vice-Chair and Secretary; in addition, some have special positions such as volunteer coordinators, or subcommittee chairs for special projects such as fundraising, recruitment, consideration of issues or voter registration. Other special positions may involve candidate support for local (such as campaign or financial manager), county or federal candidates. Directly after the meeting to choose its officers, the Town Chair is responsible for reporting the names, positions and contact information of all officers to Paula Schermerhorn, the Democratic Deputy Commissioner of Elections, at the Delaware County Board of Elections (607.832.5321).

FUNCTIONS OF TOWN COMMITTEES

Town Chairs have lots of leeway in how the Town Committees are run and what they do. In fact, the only requirements listed in the Election Law (in addition to there being a Chair and a Treasurer, and meeting once every two years) are some duties for the Treasurer who must file a "Treasurer's Designation Form" and at least two financial disclosure statements annually with the Board of Elections.

Each Town Committee sets its own priorities, which may change across time. Here are some examples:

- Work to develop a strong and active local party organization that includes dedicated volunteers and capable candidates.
- Play the primary role in the planning and waging of campaigns for local offices.
- Serve as a liaison between Democratic voters and the Democratic Party (at the town, county, state and national levels).
- Serve as one of the links between Democratic voters and their elected officials.
- Engage in activities to increase visibility and build volunteer and voter bases.
- Recruit Democrats who wish to serve as Election Inspectors to work at the polls.
(Should you be or know of an interested person, contact Paula Schermerhorn at the Board of Elections: 607.832.5321).
- Recruit candidates for town offices.
- Serve as a visible and active local presence.
- Recruit citizens to the party, ensure they are registered to vote and encourage them to do so.
- Make sure elections run smoothly and report any problems to the Board of Elections.

WHAT DO TOWN COMMITTEE MEMBERS DO?

There are many and diverse ways that committee members may participate at the Town level (as well as the County and State Levels). Committee members have different abilities, knowledge and interests and each chooses how to best be involved. There is a great deal of flexibility in what committee members do, and a member may do different things at different times. The important thing is that there is a place for everyone on the Town Committees, sometimes working on local issues while at other times working with DCDC on county and/or state issues.

Here are some examples of how you might be involved:

- Actively participate on the Town Committee.
- Make your views known. For example, contact your Supervisor and Town Council members.
- Represent your town by attending and voting at DCDC monthly meetings.
- Actively participate in the community.
- Register voters.
- Recruit new committee members.
- Recruit candidates.
- Help raise funds for town-level activities.
- Collect signatures on Party nominating petitions for candidates (for town/village, county, state, national positions).
- Actively be involved in local, state and federal campaigns. For example, you could canvas for and/or accompany candidates when they visit voters before an election, or you could participate in a phone bank..
- Support candidates by posting on FB and other social media.
- Submit letters to the editor and opinion pieces to your local newspapers.
- Arrange and/or hold meet-n-greets at your home.
- Volunteer at events.
- Participate on Election Day by serving as an Election Inspector or Poll Watcher
- Participate in other Election Day Get-Out-the-Vote activities.
- Input data and/or help maintain other online tools.
- Run for office.

THE COUNTY COMMITTEE

INTRODUCTION

The Delaware County Democratic Committee (DCDC) is the official representative of the Democratic Party in Delaware County. We encourage Democrats to participate in their government by being actively involved in their Town and County Committees -- by helping elect Democratic candidates to office, by voting, by having their voices heard by their neighbors and elected officials and, perhaps, even by running for office themselves. We work toward carrying out our missions of empowering grassroots voters and building a better society. We:

- Address important issues in our County (as well as on the town, state and federal levels).
- Encourage Democrats to participate in government in order to provide the best government for the people of Delaware County.
- Recruit, support and elect Democrats for town, county, state and federal offices.
- Build our base with voter outreach.
- Get out the vote.

LOCATION OF DCDC

Through the generous contribution of Tom Schimmerling, DCDC has an office at 98 Main St in Delhi, NY. All are welcome to stop by to chat, to work, to say hello, to welcome other people who stop by. We can ALWAYS use volunteers to help staff the office — a very useful way to spend a few hours.

HOW TO JOIN DCDC

When you are elected to represent your Election District on your Town Committee, you also automatically become a member of the County Committee. Thus, the Town Committees are subcommittees of the County Committee.

ORGANIZATION OF DCDC

DCDC is comprised of all of the local Town Committee members, Officers and the Executive Committee. The Executive Committee is made up of DCDC Officers, Town Chairs and New York State Democratic Committee (NYSDC) representatives from Delaware County.

Town Committee members of DCDC are elected for two-year terms to represent the Election Districts (ED) of the 19 towns in Delaware County. All individuals who have filed petitions and have won in their EDs are automatically members of both the Town and County Committees. Other registered Democrats may be nominated by their Town Chair and approved at a DCDC meeting to fill vacant seats as they occur. DCDC members in each town, along with their email addresses, are found at <https://dcnydems.org/county-members/>. The Chair of each Town Committee is also indicated.

Officers of DCDC: The County Committee holds a Reorganization meeting between September 17th and October 6th of odd years, at which time officers are elected for two-year terms. (Only those who have submitted petitions or have won their town primaries are eligible to vote at this Reorganization meeting). These County officers are a Chair, First and Second Vice-Chairs, Recording Secretary, Corresponding Secretary and Treasurer. (See Table below for illustrative responsibilities of officers). The current officers are listed at <https://dcnydems.org/county-members/>.

The Executive Committee: The Executive Committee of DCDC is comprised of the Officers of the County Committee, the Town Chairs and the two NYSDC members from each Assembly District (AD) in Delaware County. The current State Committee members who filed petitions, ran for office and were elected in their respective ADs (AD 101, 102 and 122) are listed at <https://dcnydems.org/nydc-members/>.

The Executive Committee manages the calendar and prepares the agenda for DCDC's monthly meeting. It discusses critical issues and makes recommendations to the full committee as needed, including regarding applications for political endorsement. The Executive Committee also suggests policy to be considered for adoption by DCDC.

Responsibilities of Officers: The duties of the officers of the County Committee change and evolve as needed. Here are some things the current officers are doing:

ILLUSTRATIVE RESPONSIBILITIES OF OFFICERS OF DCDC

OFFICER	RESPONSIBILITIES
CHAIR	<ul style="list-style-type: none"> -Sets agenda and presides at all DCDC meetings. -Represents DCDC in NYSDC meetings, elections and decisions. -Acts as spokesperson on DCDC public statements. -Coordinates activities of DCDC subcommittees. -Acts as liaison between state and national political campaigns and DCDC. -Represents DCDC at local, county, state and national gatherings. -Recruits and nominates candidates for county-wide political office.
VICE-CHAIR (FIRST)	<ul style="list-style-type: none"> -Performs all duties of the Chair when s/he is disabled or absent or the position is vacant. -Chairs special subcommittees. -Generally helps the Chair to carry out the work of the County Committee (e.g., may work on special projects like this handbook, contacts candidates to get info for DCDC website). -Conducts annual audit of financial books.
VICE-CHAIR (SECOND)	<ul style="list-style-type: none"> -Performs all duties of the Chair when both the Chair and First Vice-Chair are disabled, absent or the positions are vacant. -Generally helps the Chair to carry out the work of the County Committee (e.g., serves as liaison with DCDC subcommittees and facilitates their work and communication). -Conducts annual audit of financial books.
RECORDING SECRETARY	<ul style="list-style-type: none"> -Takes and maintains full and accurate minutes of the proceedings of DCDC and Executive Committee meetings. -Receives past minutes from previous administrations and forwards them to the Recording Secretary of the next administration. -Maintains list of DCDC members with their email addresses, mailing addresses and phone numbers.

CORRESPONDING SECRETARY	<ul style="list-style-type: none"> -Manages and maintains all correspondence of DCDC. -Maintains database of members with their email addresses, phone numbers and mailing addresses. -Keeps records of all correspondence received and sent. -Sends email notices of meetings to all members, with copies of agenda, minutes, treasurer's report and any other relevant documents. -Manages and distributes other notices, email blasts and documents as requested. -Writes and sends personalized thank-you notes or other forms of outreach to special guests to show appreciation. -Generally manages communication between County Committee members, press and the general public.
TREASURER	<ul style="list-style-type: none"> -Receives donations and other DCDC income, deposits these into the checking account and records source of income. -Pays bills and other disbursements with checks or debit card and maintains accurate record of payments. -Reports all transactions and account balances at monthly DCDC meetings and as requested. -Reports all income and disbursements to New York State Board of Elections using its software as required by law. -Writes and files an annual report with the Recording Secretary of DCDC. -Participates in annual audit with Vice-Chairs.

WHEN DOES DCDC MEET?

Currently, DCDC meetings are scheduled for the fourth Wednesday evening of all months except November (which is rescheduled due to Thanksgiving) and December (when there is no meeting). Members must attend one meeting per year, either in person or by proxy. (See DCDC Bylaws for further information on proxies.) DCDC meetings are open to any guest, but only members of DCDC are permitted to vote.

WHAT DOES THE COUNTY COMMITTEE DO?

There is a great deal of interaction and overlap between the Town and County Committees. DCDC works to develop a strong and supportive internal network between its leadership and Town Chairs, as well as with the members of Town Committees. The County Committee acts as a valuable resource for Town Committees, giving our towns the tools they need to be successful in all aspects of party building, such as voter outreach, candidate recruitment, training and support. Some of the activities of DCDC include:

Voter Outreach: DCDC provides technology tools that many of our towns use to aid them in voter outreach.

Training: DCDC organizes a number of professional training workshops that candidates for town, county and state elected offices may attend. These workshops teach the candidates what they need to know to successfully run for office.

Resources: Very useful material on running for office is available from a variety of websites, including those of DCDC, www.dcnydems.org; the Delaware County Board of Elections, www.delcony.us; and the New York State Democratic Committee, www.nydems.org.

Financial Support: Financial support is provided for campaigns as well as other activities. (It is easy to donate through our webpage: www.dcnydems.org.)

Events: DCDC has a real voice and a strong presence in the county. We hold events each year, such as our summer BBQ and annual dinner, which highlight local candidates.

Volunteers: DCDC has many volunteers who offer diverse skills. They make phone calls for candidates, knock on doors, canvass, produce graphics, provide social media and other visibility such as on Facebook and our website and at our events, write postcards, compose letters to editors and press releases, get petitions signed and generally do whatever is necessary to help Democratic candidates win! In other words, we can get the word out AND get the voters out.

Party Coordination: DCDC does more than help candidates. DCDC also works to develop relationships within the Party apparatus, as well as with all relevant elected officials and their staffs. We work hard to keep these channels of communication open so as to make sure our voices are heard.

Election Commissioner: DCDC is responsible for recommending a candidate for Democratic Elections Commissioner to the County Board of Supervisors. In even years, the Nominating Subcommittee of DCDC, after soliciting and then interviewing applicants, makes a recommendation to the full County Committee for a vote at its October or November meeting. The County Committee sends its recommendation to the Board of Supervisors in November of even-numbered years. The two-year term of the Democratic Elections Commissioner begins in January of odd years after appointment by the Board of Supervisors. The Elections Commissioner is responsible for registering voters, conducting elections and for maintaining and reviewing all documents in a bipartisan manner, including but not limited to voter registrations, petitions, canvassing of election results, absentee ballots and applications, budgets and grants. The Commissioner is responsible for training Election Inspectors, conducting Election School and for carrying out all duties relating to the fair and honest administration of the election law of New York State.

Website: DCDC's website (www.dcnydems.org) has become an effective communication tool with our members as well as with the public at large. It is continually being updated and it contains press releases, and important information about issues and about events (put on by DCDC and the Town Committees as well as other groups), a list of all Democratic elected officials and committee members in Delaware County, contact info for your local, state, county and federal representatives, a section featuring current candidates, and information about volunteering. Significantly, the website includes a wealth of information covering everything you need to know to run for office and a large section dealing with voting (general information, calendars, how to register as well as info for second-home owners and college students). In addition, there are discussions of important issues. The website also has a blogspace: Any committee member is welcome to submit blog posts for approval or to post comments on existing blog pieces. (DCDC reserves the right to decline to accept submitted blog posts.) Email info@dcnydems.org to request posting privileges.

Facebook: In addition to our website, DCDC has a presence on Facebook. The public page may be found at [Facebook.com/dcnydems](https://www.facebook.com/dcnydems).

HOW CAN I BE INVOLVED ON THE COUNTY COMMITTEE?

The key words here are “VOLUNTEER” and “PARTICIPATE.” The building blocks of the Democratic Party are individuals elected to the County Committee from their towns. Many of the ways to participate at the town level also apply at the county level so take another look at the ways to be involved that we list in the Town Committee section of this Handbook. Remember, you are simultaneously a member of your Town Committee and of DCDC. Volunteer actively with both!

Another way to become involved is by joining DCDC Subcommittees, where much of our work takes place. Our members have diverse skills and interests and you will be able to find some subcommittees that are a great match for you. Most of these subcommittees always need more volunteers. Or, perhaps you have an interest that is not represented or not defined enough on these subcommittees -- That's fine. We are always open to new ideas! We actively encourage them! There is definitely a place for you here! You may volunteer for Subcommittee work even if you are not officially a member of DCDC/

The following Table shows DCDC's Subcommittees along with a brief description of the purview of each. The Chair of each Subcommittee, along with her/his email, is also shown. Hopefully, this information will facilitate your deciding which Subcommittee(s) you'd like to join. Simply contact the Chairs for more information and to become a member.

DCDC SUBCOMMITTEES

SUBCOMMITTEE	TASKS
EXECUTIVE Membership defined by Bylaws: DCDC Officers, Town Chairs and State Committee members Kathleen Hayek hayekkathleen@gmail.com	-Manages calendar. -Prepares agenda for full DCDC meeting. -Discusses critical issues. -Recommends approval (or not) for applications for political endorsement. -Makes recommendations to full DCDC. -Recommends policy to full DCDC.
STRATEGY Membership defined by Chair: DCDC Officers and 3 people chosen by Chair Kathleen Hayek hayekkathleen@gmail.com	-Sets priorities and action steps of DCDC. -Informally discusses what's going on and whether there is something DCDC should focus on. -Brainstorms (not policy setting).
COMMUNICATIONS Chair: Lisa Tait/Sue Dapkins silvert@catskill.net	-Plans and develops, coordinates and executes DCDC's message to the community at large, including (but is not restricted to) press releases, publicity, marketing, advertising, social media, newspapers, letters to editors. -Uses social media, etc. to disseminate DCDC messages and positions to community at large.

<p>EVENTS (An Events Coordinator is needed!)</p> <p>ANNUAL BBQ Paula Schermerhorn birdturd523@gmail.com</p> <p>ANNUAL FAIR BOOTH Lisa Tait silvert@catskills.net</p> <p>ANNUAL DINNER</p>	<ul style="list-style-type: none"> -Gathers information about events in each town and from other activist organizations. -Disseminates info through Facebook, emails, etc. or sends to Communications Subcommittee to post. -Schedules and organizes special events and meets with other Subcommittees about these events when so requested. <p>-Plans and organizes.</p> <p>-Plans and organizes.</p> <p>-Plans and organizes.</p>
<p>FINANCE Mel Greenberg melvingre@gmail.com</p>	<ul style="list-style-type: none"> -Prepares budget. -Determines funding for candidates. -Revises guidelines for candidate funding.
<p>FUNDRAISING Melissa Bennett mbennett.dcdc@gmail.com</p>	<ul style="list-style-type: none"> -Creates and manages fundraising campaigns.
<p>ISSUES Ginny Terry ginnterry.dcdc@gmail.com</p>	<ul style="list-style-type: none"> -Studies and researches concerns and questions brought up by DCDC members. -Provides this information to DCDC and to larger community. -Develops and disseminates response statements. -Develops platform.
<p>NOMINATING Rachel Polens rachelsframing@gmail.com</p>	<ul style="list-style-type: none"> -Recruits and nominates candidates for DCDC offices. -Recruits and nominates Democratic Elections Commissioner.
<p>STORAGE AND ARCHIVES Kim Van Atta kim.vanatta@gmail.com</p>	<ul style="list-style-type: none"> -Keeps track of inventory and updates inventory list.
<p>TECH Dave Kopecek dave.kopecek@gmail.com</p>	<ul style="list-style-type: none"> -Provides support (logistics and techniques). -Assists other subcommittees. -Assists candidtes. -Educates members about tools. -Develops and maintains website. -Works with volunteers to input data. -Maintains Vote Builder and other online tools. -Oversees advertising campaign through Facebook.

VOLUNTEER ENGAGEMENT Anthony White awhite.dcdc@gmail.com	<ul style="list-style-type: none"> -Works to increase voter engagement. -Provides candidate and officeholder support. -Engages with activist groups. -Supports candidates in contested (and uncontested) races. -Supports Town Committees in funding and recruiting volunteers for town-led and other tabling, canvassing, phone banking and other candidate support. -Provides support where no town committee exists. -Finds volunteers for DCDC Delhi office. -Finds information about candidates and coordinates campaigns for information distribution.

There are lots of ways to be involved with DCDC, even if you don't like to knock on doors or make phone calls. In addition, ad hoc subcommittees are formed as needed to deal with specific issues and are temporary. For example, a number of members with differing levels of technology knowledge and ease worked together in 2021 to test a new software tool for the full Committee. In addition to software experts, members who enjoyed data entry tasks participated on this subcommittee.

DCDC has many great ideas for development. We want to increase our presence in the County and share our message. We want to reach out and connect more effectively with the diverse pool of potential supporters, but we need your help to do so. Work with us in DCDC.

In reading through this Handbook, we hope you will keep in mind that your participation and help are encouraged and welcomed in all of the activities discussed at all levels. Of course you cannot do everything; no one can. But you might, for example, be involved with elections not just in your own town; you might cast a wider net and help in other towns, as well as in county, state and federal elections

APPENDIX A

PETITIONING INFORMATION SUMMARY

A petition is a legal document that enables a candidate to appear on an election ballot for a given office in a given geographic location. Most candidates must obtain signatures from 5% of registered Democrats in his or her district. (Check with Delaware County Board of Elections for number of signatures needed). To be safe, most candidates double that percentage to 10% to show the strength of the candidate and to protect against disqualified signatures.

Rules:

Obtaining Signatures

- You must be a registered Democrat in Delaware County
- If you have signed a petition for a candidate, you may not circulate a petition for another candidate in that same office
- You may only collect signatures during the time period allotted by the Board of Elections. Information regarding the timeframe will be provided.
- You must physically witness every signature. In other words, you cannot circulate a petition out of your sight.
- Signatures must be in blue or black ink.

Signing Petitions

- Signers must be registered Democrats. Use your voter list to confirm.
- Signers must be eligible to vote for the candidate they are signing for.

Signers can only sign one petition per office. For example, if there are two Democrats running for Congress, the signers can only sign one of the two candidate's petitions.

Our Delaware County Board of Elections and the NYS Board of Elections are wonderful resources. If you have any questions or concerns, a wealth of resources and assistance are only a phone call away. Please contact your Town Chair or the County Chair if you have any questions. It's a confusing process and we recognize that.

The next part of this Appendix gives more detailed information on Petitioning that will enable you to file a perfect petition.

APPENDIX A (Continued)

HOW TO TURN IN THE PERFECT PETITION

By The Delaware County Board of Elections Democratic Staff (with some modifications by DCDC)

(*CHECK with the BOE for Current Dates: https://co.delaware.ny.us/departments/elec/election_dates.htm)

Types of Petitions

- Designating - Party nomination of candidates for elective office is made at a primary election. Party designations are made on a designating petition. Only enrolled members of a party qualified to vote for an office may sign designating petitions of the party.
- Political parties may nominate a candidate who is not an enrolled member of the political party. Such candidates must file a certificate of authorization.

Independent Petitions

- To run for an office other than by an official party, one must file an Independent nominating petition. Any registered voter qualified to vote, who has not signed another petition for the same office, may sign independent nominating petitions.

OPPORTUNITY TO BALLOT PETITIONS

- Opportunity to ballot (OTB) petitions are filed to create a primary election when there otherwise would not have been one. The OTB petition is not for a particular candidate. It is for a particular office (e.g., Supervisor, Council Member).
 - The opportunity to ballot does not put a candidate's name on the ballot, but rather allows voters the ability to write in a candidate's name
 - Check with BOE for the first day for signing
 - You will need the same amount of signatures that you would get for a town office (Middletown Member of Council needs the same as Democrat)
 - Check with BOE for the last day to file an OTB at the Delco BOE
- A certificate of acceptance must be filed by the committee to receive notice (Sections 6-166 (3), Election Law)

Signed Previous Petition

Signatures of persons who signed a previous designating, nominating or opportunity to ballot petition for the same office cannot be counted

Witnessing Another Petition

- If the witness has witnessed another petition for a different candidate for the same office but has not signed another petition, he or she may witness a petition for another candidate for the same office
- If the witness has signed a designating petition, he or she may not witness the petition of another candidate for the same office

Best Practices for Gathering Signatures

- **Go out early! Contact the Board of Elections for the date when petitioning begins. *So Should You!*** Signatures on petitions for the same office go by date. Earliest date wins on challenges. ***If you wait you will be late!***
- **Committee Members - Stay in your district!** You are assigned an ED and your petitions are based on that ED.
- **Remember the Golden Hours.** Monday through Thursday 6-8:30 pm and Sundays 5-8pm. Avoid Friday and Saturday nights.
- **Get a Full Sheet!** We need as many good petitions as possible, don't shirk your **responsibility**.
- **Stick to your list.** Only get signatures of the names on your list provided by DCBOE. They are confirmed Democrats and cannot be challenged for party enrollment.

DESIGNATING PETITION Sec. 6-132, ELECTION LAW

I, the undersigned, do hereby state that I am a duly enrolled voter of the Democratic Party and entitled to vote at the next primary election of such party, to be held on the 13th day of September, 2011; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

NAME OF CANDIDATE(S)**PUBLIC OFFICE
OR PARTY POSITION****PLACE OF RESIDENCE
(Also post office address if not identical)**

I do hereby appoint Diane M. Dwire, 315 Kasson Road, Camillus, New York 13031; Pamela Jo Hunter, 806 Demong Drive, Syracuse, New York 13214; Vita Demarchi, 8392 Indian Hill Road, Manlius, New York 13104; as a committee to fill vacancies in accordance with the provisions of the Election Law.

IN WITNESS WHEREOF, I have here unto set my hand, the day and year placed opposite my signature.

Date 2011	NAME OF SIGNER (Signature Required)	RESIDENCE ADDRESS	TOWN OR CITY
1. /			
2. /			
3. /			
4. /			
5. /			
6. /			
7. /			
8. /			
9. /			
10. /			
11. /			
12. /			
13. /			
14. /			
15. /			

Complete ONE of the Following.**1) STATEMENT OF WITNESS**

I, _____, state: I am a duly qualified voter of the State of New York and am an enrolled voter of the Democratic Party. I now reside at _____.

Each of the individuals whose names are subscribed to this petition sheet containing _____ signatures, subscribed the same in my presence or the dates above indicated and identified himself or herself to be the individual who signed this sheet. I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date _____, 2011

Signature of Witness _____

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the board of elections in order for this petition sheet to be valid.

Town or City _____ County **ONONDAGA**

2) NOTARY PUBLIC OR COMMISSIONER OF DEEDS

On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing _____ signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her, was true.

Date _____, 2011

Signature _____

Official title or officer administering oath _____

printed in house

Sheet No. _____



Voter Signature

- 1. Make sure the voter is on your street list that is provided in your packet.
 - This year there are petitions that are specific to a political subdivision
 - Judicial Delegates Petition
 - Democratic Committee
 - Most Town Offices

DO NOT COLLECT SIGNATURES OUTSIDE OF YOUR DISTRICT

- 2. Have the voter sign his/her own name.
- Fill in the date, address, and town columns for the voter to avoid any mistakes.
- You cannot live in a PO Box! Address must be the physical address.
- Ask the voter to sign his/her name in the signature box.
- Any mark or write-over, and all corrections made in the Date and/or Signature Box, must be initialed by the witness or voter.

DATE COLUMN

- If you make a mistake on the date, write over the date, or make any kind of alteration in the date column – **it must be initialed by the voter or the witness.**
- **Example in next slide:**

DESIGNATING PETITION Sec. 6-132, ELECTION LAW

I, the undersigned, do hereby state that I am a duly enrolled voter of the Democratic Party and entitled to vote at the next primary election of such party, to be held on the 14th day of September, 2010; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

NAME OF CANDIDATE(S)
CAROL MURPHY
DEB ARANITI

**PUBLIC OFFICE
OR PARTY POSITION**
MEMBER OF COUNTY COMMITTEE
TOWN OF CICERO
5TH ELECTION DISTRICT

PLACE OF RESIDENCE
(Also post office address if not identical)
140 SLINES WOODS CIRCLE NORTH SYRACUSE
NY 13212
TOWN OF CICERO
6136 HEADY LAANE CICERO NY 13039
TOWN OF CICERO

I do hereby appoint Diane M. Dwire, 315 Kasson Road, Camillus, New York 13031; Pamela Jo Hunter, 806 Demong Drive, Syracuse, New York 13214; Vita Demarchi, 8392 Indian Hill Road, Manlius, New York 13104; as a committee to fill vacancies in accordance with the provisions of the Election Law.

IN WITNESS WHEREOF, I have here unto set my hand, the day and year placed opposite my signature.

Date 2010	NAME OF SIGNER (Signature Required)	RESIDENCE ADDRESS	TOWN OR CITY
1. 6/12	Debra Kraway	121 Grove St	Cicero
2. 6/12	Shandra Robinson	144 Slindes Woods Cir	Cicero
3. 6/12	Theresa B. B...	116 Van Mara DR	Cicero
4. 6/12	Catherine Jones	152 Steele Lake Circle	Cicero
5. 6/12	Esther B...	178 Slindes Woods Circle	Cicero
6. 6/12	Carol Townsend	136 Slindes Woods Cir	Cicero
7. 6/12	Denise R...	144 Slindes Woods Cir	Cicero
8. 6/12	Mel B...	140 Slindes Woods Cir	Cicero
9. 6/12	Dana L...	138 Slindes Woods Cir	Cicero
10. 6/12	Kathryn Damore	106 Sleeth Mills Cir	Cicero
11. 6/12	Ann Johnson	114 Sleeth Mills Cir	Cicero
12. 6/12	Mike J. K...	123 Sleeth Mills Cir	Cicero
13. 6/12	Patricia C. Vigar	118 Sleeth Mills Cir	Cicero
14. 6/12	Joan Linnerty	113 Sleeth Mills Cir	Cicero
15. 6/12	...	15 Tichon Dr	Cicero

Complete ONE of the Following.

1) STATEMENT OF WITNESS
I, CAROL E Murphy, state: I am a duly qualified voter of the State of New York and am an enrolled voter of the Democratic Party. I now reside at 140 Slindes Woods Cir (residence address)
Each of the individuals whose names are subscribed to this petition sheet containing 15 signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this sheet.
I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.
Date 6/21, 2010 Carol E Murphy (Signature of Witness)

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the board of elections in order for this petition sheet to be valid.
Town or City CICERO County ONONDAGA

2) NOTARY PUBLIC OR COMMISSIONER OF DEEDS
On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing 15 (fill in number) signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her, was true.

Date 6/21, 2010 Signature _____ Official title of officer administering oath _____
printed in house Sheet No. _____

TOWN/CITY COLUMNS

WHAT ARE ACCEPTABLE TOWNS

- They are: Andes, Bovina, Colchester, Davenport, Delhi, Deposit, Franklin, Hamden, Hancock, Harpersfield, Kortright, Masonville, Meredith, Middletown, Roxbury, Sidney, Stamford, Tompkins and Walton

THE WITNESS STATEMENT

- If you are an enrolled Democrat circulating Democratic petitions, please fill out the Statement of Witness.
- The statement of witness is the most important part of the petition and could invalidate the entire petition if filled out incorrectly.

Completing the Statement of Witness

1. Print your Name
2. Print your street and mailing address
3. Fill in the number of signatures collected
4. Date and sign your name.
5. Make sure your Town or City is on the form
6. Make sure the County is also there.

PLEASE MAKE SURE TO INITIAL ANY WRITE-OVER, and to CROSS OFF SCRIBBLE MARKS IN THE WITNESS STATEMENT.

MAKE SURE THE TOWN OR CITY AND COUNTY NAME IS ALSO ON THE BOTTOM

DESIGNATING PETITION Sec. 6-192, ELECTION LAW

I, the undersigned, do hereby state that I am a duly enrolled voter of the Democratic Party and entitled to vote at the next primary election of such party, to be held on the 14th day of September, 2010; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

NAME OF CANDIDATE(S)

CAROL MURPHY

DEB ARANITI

**PUBLIC OFFICE
OR PARTY POSITION**
MEMBER OF COUNTY COMMITTEE
TOWN OF CICERO
5TH ELECTION DISTRICT

PLACE OF RESIDENCE
(Also post office address if not identical)
140 SLINES WOODS CIRCLE NORTH SYRACUSE
NY 13212
TOWN OF CICERO
6136 HEADY LAANE CICERO NY 13039
TOWN OF CICERO

I do hereby appoint Diane M. Dwire, 315 Kasson Road, Camillus, New York 13031; Pamela Jo Hunter, 806 Demong Drive, Syracuse, New York 13214; Vita Demarchi, 8392 Indian Hill Road, Manlius, New York 13104; as a committee to fill vacancies in accordance with the provisions of the Election Law.

IN WITNESS WHEREOF, I have here unto set my hand, the day and year placed opposite my signature.

Date 2010	NAME OF SIGNER (Signature Required)	RESIDENCE ADDRESS	TOWN OR CITY
1. 6/1/2	<i>Debra Kavanagh</i>	121 Grove St	Cicero
2. 6/1/2	<i>Andrea Robinson</i>	144 Slindes Woods Cir	Cicero
3. 6/1/2	<i>Thud B. B. B.</i>	116 Van Mara DR	Cicero
4. 6/1/2	<i>Catherine Jones</i>	152 Strake W. W. Circle	Cicero
5. 6/1/2	<i>Esther D. D.</i>	178 Slindes Woods Circle	Cicero
6. 6/1/2	<i>Carol Townsend</i>	136 Slindes Woods Cir	Cicero
7. 6/1/2	<i>Reinhold R. R.</i>	144 Slindes Woods Cir	Cicero
8. 6/1/2	<i>M. B. B.</i>	140 Slindes Woods Cir	Cicero
9. 6/1/2	<i>Diana L. L.</i>	138 Slindes Woods Cir	Cicero
10. 6/1/2	<i>Kathryn D. D.</i>	106 Sleeth Mills Cir	Cicero
11. 6/1/2	<i>Ann Johnson</i>	114 Sleeth Mills Cir	Cicero
12. 6/1/2	<i>W. F. F.</i>	123 Sleeth Mills Cir	Cicero
13. 6/1/2	<i>Patricia C. C.</i>	118 Sleeth Mills Cir	Cicero
14. 6/1/2	<i>Jean L. L.</i>	113 Sleeth Mills Cir	Cicero
15. 6/1/2	<i>M. D. D.</i>	12 Trilign Dr	Cicero

Complete ONE of the Following.

1) STATEMENT OF WITNESS

I, CAROL E Murphy, state: I am a duly qualified voter of the State of New York and am an enrolled voter of the Democratic Party. I now reside at 140 Slindes Woods Cir Dr Cicero

Each of the individuals whose names are subscribed to this petition sheet containing 15 signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this sheet.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date 6/26 2010

Carol E Murphy
Signature of Witness

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the board of elections in order for this petition sheet to be valid.

Town or City CICERO County ONONDAGA

2) NOTARY PUBLIC OR COMMISSIONER OF DEEDS

On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing 15 (fill in number) signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her, was true.

Date _____, 2010

Signature

Official title of officer administering oath

printed in house

Sheet No. _____

NOTARY PUBLIC/COMMISSIONER OF DEEDS STATEMENT

- A Notary Public or a Commissioner of Deeds is used when the Witness is not a registered member of the party passing a petition.
- Fill in the number of signatures
- Please sign your name with the expiration date
- DO NOT NUMBER YOUR SHEETS ON JUDICIAL PETITIONS

DESIGNATING PETITION Sec. 6-132, ELECTION LAW

I, the undersigned, do hereby state that I am a duly enrolled voter of the Democratic Party and entitled to vote at the next primary election of such party, to be held on the 13th day of September, 2011; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

NAME OF CANDIDATE(S)

**PUBLIC OFFICE
OR PARTY POSITION**

PLACE OF RESIDENCE
(Also post office address if not identical)

I do hereby appoint Diane M. Dwire, 315 Kasson Road, Camillus, New York 13031; Pamela Jo Hunter, 806 Demong Drive, Syracuse, New York 13214; Vita Demarchi, 8392 Indian Hill Road, Manlius, New York 13104; as a committee to fill vacancies in accordance with the provisions of the Election Law.

IN WITNESS WHEREOF, I have here unto set my hand, the day and year placed opposite my signature.

Date 2011	NAME OF SIGNER (Signature Required)	RESIDENCE ADDRESS	TOWN OR CITY
1. 6/12	John Doe	100 Green St	Cicero
2. /			
3. /			
4. /			
5. /			
6. /			
7. /			
8. /			
9. /			
10. /			
11. /			
12. /			
13. /			
14. /			
15. /			

Complete ONE of the Following.

1)

STATEMENT OF WITNESS

I, _____, state: I am a duly qualified voter of the State of New York and am an enrolled voter of the Democratic Party. I now reside at _____.

Each of the individuals whose names are subscribed to this petition sheet containing _____ signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this sheet. I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date _____, 2011

Signature of Witness

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the board of elections in order for this petition sheet to be valid.

Town or City _____ County **ONONDAGA**

2)

NOTARY PUBLIC OR COMMISSIONER OF DEEDS

On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing _____ (fill in number) signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her, was true.

Date June 21, 2011

Signature _____
printed in house

KATHY KIMBALL
Notary Public, State of New York
Qualified in Onon. Co. No. 4784155
My Commission Expires Jan. 31, 2016

Official title of officer administering oath
Com. No. 3580, 4784155, 12/1/14
Sheet No. _____

FINAL NOTE!

- Use the street list that has been provided to you in your committee packet.
- Objections must be filed within 3 days of the petition being received. You have another 3 days to file specific objections.
- It is a good practice to “foil” opponent’s petitions – this will afford you the ability to look for any inaccuracies that could merit a challenge.

Designating Petition Sec. 6-132, ELECTION LAW

I the undersigned, do hereby state that I am a duly enrolled voter of the Democratic Party and entitled to vote at the next primary election of such party, to be held on June 22, 2021; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party:

Name(s) of Candidate(s)	Public Office or Party Position (Include district number, if applicable)	Place of Residence (Include Post Office address, if applicable)
John Smith Debbie Downer Negative Nancy	Town Supervisor Member of Council Superintendent of Highways	123 Main St, PO Box 6 Delhi NY 13753 16 Elm St Delhi NY 13753 7 Park Place Delhi NY 13753

I do hereby, appoint as a committee to fill vacancies in accordance with the provisions of the election law (insert the names and addresses of at least three (3) persons, all of whom shall be enrolled voters of said party):

Jane Doe 17 Spruce St Delhi NY 13753; Karen Yellalot 15812 County Highway 18 Delhi NY 13753; Marshall Rigby 18 Main St Delhi NY 13753
THIS IS NOT MANDATORY AND CAN BE LEFT BLANK

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer (signature required)	Residence	Enter Town or City
1. 3 / 15 /2021	<i>Sherry Price - filled out by signer</i>	2 Elm St Delhi NY 13753	Delhi
2. / /20__			
3. / /20__			
4. / /20__			
5. / /20__			
6. / /20__			
7. / /20__			
8. / /20__			
9. / /20__			
10. / /20__			

Complete **ONE** of the following

1.) **Statement of Witness:** I, (name of witness) John Smith, state, I am a duly qualified voter of the State of New York and am an enrolled voter of the Democratic Party.
I now reside at (residence address) 123 Main St, PO Box 6 Delhi NY 13753.

Each of the individuals whose names are subscribed to this petition sheet containing (fill in number) 1 signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this sheet.
I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date 03/22/2021

Signature of Witness John Smith

Witness Identification Information: The following information for the witness named above must be completed prior to filing with the Board of Elections in order for this petition sheet to be valid.

Delhi

Town or City Where Witness Resides

Delaware

County Where Witness Resides

2.) **Notary Public or Commissioner of Deeds:** On the dates above indicated before me personally came each of the voters whose

signatures appear on this petition sheet containing (fill in number) _____ signature's, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her, was true.

Date _____

Signature of Official Title of Officer Administering Oath _____

Sheet Number: 1

In the above Designating Petition, although not mandatory, it is highly recommended that the candidate always add a "Nomination" committee to fill vacancies in accordance with the provisions of the election law. Insert the names and addresses of at least three persons., all of whom shall be enrolled voters of said party. If for any reason the candidate has to withdraw before the election due to illness, death, etc., this part of the petition authorizes the "Nomination" committee to nominate a substitute candidate to appear on the ballot

Contacts

- Any questions, please contact Paula at the BOE 607-832-5483, your county chair, or someone at the BOE will always help! The Board of Elections general phone # is 607-832-5321.
- You may also email Paula at:
- paula.schermerhorn@co.delaware.ny.us

APPENDIX B

TOWN OFFICIALS AND THE STRUCTURE OF TOWN GOVERNMENT

This purpose of this document is to explain how town government is organized and what the most common duties and abilities are for each elective office. The ultimate objective is to make this information available to potential candidates for elective office with the hope that additional qualified individuals will then be willing to stand for election and serve their community.

Appropriate personality and high integrity are hugely important characteristics for all town officials. The official must not be arrogant or abusive to members of the public or to other officials. At the same time, the official must not be “wishy-washy” or willing to stretch the truth or the law to accommodate the demands of others - especially friends or “important people”. The official also needs an appropriate level of intellectual skills (reading, writing, math, financial concepts, critical thinking) obtained through education and/or experience to be able to understand issues and formulate solutions to them.

New York State classifies towns in suburban areas around major cities as “first class towns” based on their population, total assessed valuation, services they provide and other characteristics. Because of these characteristics, the governance rules for first class towns are more stringent and complex. All other towns - including all 19 towns in Delaware County - are “second class towns”.

The elected officials in second class towns are: a Town Supervisor, 4 Town Council Members, Town Clerk, Town Superintendent of Highways, Town Justice, a Tax Collector and either a “sole assessor” or a 3-person Board of Assessors. There are sections below describing each of the elected positions.

Because the officials listed in the previous paragraph are elected by the voters of the town, they have a definite term of office and may not be “fired” or removed from office except for serious misconduct. That serious misconduct must be proven in state court and it is the court that actually removes the person from the office. If an official is removed from office or resigns or dies, then there are specific procedures for filling the vacancy temporarily until an election can be held.

A town may also have a Town Attorney, a Town Engineer, a Code Enforcement Officer, a Director of Purchasing, a Comptroller and Police Officers or Constables. However in our area, these positions are almost always filled as contractual or appointed employees; therefore, their duties are not described in this document.

The election of all town officials occurs on the official election day in November of odd-numbered years (2017, 2019, etc.). The term of office may be either 2 years or 4 years depending on the office and the particular town. The term begins on January 1 of the year following election.

All town officials are paid a salary or stipend that varies widely from town to town depending on the size of the town and the complexity of the job. The salaries are adopted by the Town Council when it adopts the annual budget for the next calendar year. A table of salaries for each of the 19 towns is included at the end of this document.

Supervisor

In Delaware County (and 16 other rural counties) the Town Supervisor plays two very distinct roles: as the “leader” and most visible official in the town itself and as a member of the County Board of Supervisors. The County Board of Supervisors functions as the “legislature” for the county. Forty other counties outside of New York City have a County Legislature with “representatives” that are elected from districts with boundaries that may be totally distinct from the town boundaries.

As noted earlier, in Delaware County the Town Supervisor is one of 19 members (one from each town) of the County Board of Supervisors; as such, supervisors make decisions by voting on all resolutions and motions. Each supervisor also serves on several committees; in this role, the supervisor serves as an intermediary between the department heads and the whole Board and plays a fundamental role in drafting policy regarding services to residents through various county programs. These county level tasks may require a significant amount of time, effort and knowledge on the part of a supervisor. Each Supervisor receives a salary from the county for these services; in 2017, this amount was \$12,109.00 per year. One of the 19 supervisors is elected by the others to be the Chairman of the County Board of Supervisors; in this role he/she is essentially the county executive. In 2017, the Chairman of the Board receives \$47,422 per year. A deputy chairman is also elected but he/she does not receive any additional salary.

On the town level, the town supervisor fills a significant role, serving in several major capacities, including:

- The supervisor is the presiding officer at meetings of the town council. The supervisor is chairman of the meetings and is usually the spokes person for the Council and the town.
- The supervisor is an equal member with the other 4 people on the Town Council. He/ she votes on all issues and participates equally in all discussions.
- The supervisor is the town executive and administrator. After town board decisions have been made, it is the supervisor who often carries out the decisions. The supervisor usually receives the majority of complaints and suggestions of citizens, as well and is thus the “interface” between the government and its citizens.
- The supervisor is the town fiscal officer or “treasurer” and generally represents the town in the conduct of its financial affairs. This role has many components such as being responsible for drafting the initial annual budget, ensuring that deposits are made, that account transactions are reconciled, that vendors and employees are paid and that financial reports are made to the Council and New York State. At the discretion of the Council, a professional “book keeper” may be hired to perform many of these duties but the Supervisor is ultimately responsible.

The Supervisor is paid a salary by the town for the services he/she performs on the town level. This amount is established when the annual budget is adopted. The Supervisor may either serve a 2-year or 4-year term of office depending on the procedures established in each individual town.

Deputy Supervisor

A town board may decide to establish the office of deputy supervisor. If it does, that official is appointed by the supervisor (or in some circumstances by the town board). In theory, any person, including a town officer or employee, may be appointed deputy supervisor but in practice, the Deputy is usually one of the other members of the Town Council. The Deputy may receive a (modest) additional stipend and his/her duties and privileges are assigned by the Supervisor or the Board.

Town Council or Town Board

While it is possible for a town to have 2 council people, all towns in Delaware County are composed of 4 council people plus the Town Supervisor who is an equal member along with the other 4. The legislative authority of the town rests in the town council, which is the governing board of the town and all decisions must be approved by a majority (3 out of the 5) of its members.

The town council adopts the budget, fixes the salaries of officers and employees, establishes rules of board procedure, designates the official newspaper of the town, adopts local laws and resolutions, approves expenditures for town operations and must approve all borrowing of money. The town board generally fills vacancies in elective or appointive town offices and provides for the hiring of other employees as necessary for the conduct of the town’s business. (Certain highway employees are hired by the highway superintendent, but within appropriations authorized by the town board).

The Town Council may establish committees of generally 1 or 2 members to coordinate with department heads or other community organizations. These committees report back to the entire Council and may

formulate proposed solutions for the Council to consider and perhaps adopt. While the tax expenditure for fire protection is levied on the town tax bill in January, the

Town Council has no direct role in the work of a fire department. If there is a “fire protection district” then the town negotiates a contract with a separate department for fire protection. If there is a “rural fire district” or a “joint fire district” (with a neighboring village) then that district has a separate governance structure with its own budget, equipment and personnel; the cost appears on the town tax bill but the Town Council has no control over the taxes imposed.

Town Clerk

The Town Clerk maintains an office (usually in the Town Hall) where she/he maintains regular office hours where the public and other officials may seek assistance. The Clerk:

- is in charge of most town records. These include financial and legal transactions undertaken by the town and local laws adopted by the Town Council.
- is responsible for recording births, marriages and deaths in the town as the local agent of the state.
- issues certain licenses and permits such as marriage, fishing and hunting licenses as the local agent of the state.
- files reports with county and State agencies as required.
- is involved with administering elections in the town.
- posts legal notices as required by law or by the Town Council.
- is clerk of the town board, taking minutes and recording votes on motions. However, the Clerk has no vote on the Council.

The Clerk is in many ways a pivot around which the town operates and (after the Supervisor) is the usually the second most visible town employee. Because the Clerk is an independently elected official, she/he is not directly beholden to the Supervisor or Town Council and is not the supervisor’s secretary. The Clerk cannot be “fired” or removed from office except by a state court conviction for serious malfeasance. The term of office for a Clerk is 4 years.

Town Justice

Every town in New York State is required to have a Town Justice who presides over the Town Justice Court. While the Justice is elected in town-wide elections and his/her salary and other court expenses are paid by the town, the Town Justice is the initial level of the State Judiciary system. As such, town justices must receive a minimum level of training after they are elected but before they can begin serving. They must also participate in regular in-service training at conferences and other venues. While Justices are not required to have a law degree, there is increasing pressure from NYS for them to have formal legal training.

Town justices have jurisdiction in criminal and civil matters, and in special proceedings as conferred by law. When a person is charged with a serious crime, the arresting officer first brings the person before a Town Justice who must decide whether the charge and evidence is strong enough to remand the person to jail; at a subsequent hearing, the Justice decides whether the person can be released on bail pending a formal trial. Depending on the decisions of a Grand Jury and the County District Attorney, trial on the charges may be held in either State Supreme Court or Town Justice Court.

Town Justices conduct trials and hearings for violations and misdemeanors such as speeding, petty theft and hunting out of season. Finally, Justices hear “small-claims court” claims for payment of unpaid bills and eviction from an apartment.

Superintendent of Highways

The town superintendent of highways is primarily responsible for the maintenance and repair of town highways and bridges, and the removal of obstructions caused by brush and snow. The Superintendent generally has the power to hire employees, subject to appropriations established by the town board, and direct highway department employees for those purposes. The salary and expenses of the superintendent

and the deputy (if any) and certain other administrative expenses are paid from the general fund. Most other highway expenses for equipment, supplies and salaries are generally paid from the town highway fund. A town's most valuable municipal asset is probably its highway system and it is vitally important that the highway superintendent be capable of maintaining and enhancing that asset.

Assessors

Assessors are local government officials who estimate the value of real property within a county, city, town, or village's boundaries. Assessors must strive to provide fair and accurate assessments since all county, town, village and school tax bills are based on this assessment.

To estimate the market value of property, the assessor must be familiar with the local real estate market. During a reassessment, assessors may physically re-inspect and reappraise properties. Most assessors must receive basic certification by New York State within three years of taking office and they may also attend conferences and related on-the-job training.

In addition to valuing property, assessors have other responsibilities:

- Inspect new construction and major improvements to existing structures to ensure accurate property descriptions and valuations
- Approve and track property tax exemptions, including the School Tax Relief (STAR) exemptions
- Use software to administer their various responsibilities
- Prepare evidence for and attend all public grievance hearings of the Board of Assessment Review and present evidence in support of the municipality's assessments
- Review real estate sale data for accuracy
- File annual reports on assessment changes with the state tax department.

Other non-elected officials:

In addition to elected officials discussed above, there are several other boards and individuals that play an important role in governing a community. The most notable are:

- Planning Board
- Zoning Board of Appeals (ZBA)
- Board of Assessment Review

Individuals serve on these boards as volunteers and do not receive any monetary compensation for their work. They are generally appointed by the Supervisor subject to a majority vote of the Council to approve the appointment. Each position has a term of office set by local and state law and once appointed, the individual may not be easily removed before his/her term of office expires.