Potential Candidates for 2016 Election
Albany Public Library Board of Trustees

We appreciate your interest in Albany Public Library (APL) and desire to make an impact on our library system by running for a seat on the APL Board of Trustees. **There are three trustee seats available on the board this year.** Two positions carry full five-year terms and one position carries a one-year term.

The information in this packet will guide you through the process of getting your name on the ballot for the public vote, which is held in conjunction with the City School District of Albany budget vote, on Tuesday, May 17, 2016.

Completed nominating petitions must be submitted to the Clerk of the City School District of Albany (School Administration Building, Academy Park) by 5:00 p.m. on Monday, April 18, 2016. The School District Clerk can be reached at 475-6010.

This packet includes:
- Requirements and procedures for nomination as a trustee of Albany Public Library: This document details what you need to do to get on the ballot.
- A nominating petition: You will have to make additional copies to accommodate the 62 valid signatures required on your petition. (Note: People may sign petitions for more than one potential candidate, if they so choose. But, they may only sign each candidate's petition once.)

More information about Albany Public Library and the Board of Trustees can be found online at: www.albanypubliclibrary.org (bottom right of any page, click on "About APL" and then "Leadership"). In addition, APL Executive Director Scott Jarzombek is available to discuss the role of a library board member and share more information about what is expected and required of trustees. He can be reached at 427-4300.

If you have any questions about the nomination process, please contact:
Stephanie Simon, Public Information Officer
427-4344 or simons@albanypubliclibrary.org

REQUIREMENTS AND PROCEDURES FOR NOMINATION AS A TRUSTEE OF THE ALBANY PUBLIC LIBRARY

On May 17, 2016, the Albany Public Library will hold elections for three open seats on its Board of Trustees. The vacancies have occurred due to the expiration of two incumbent trustees' terms, and the resignation of a trustee during his term. The persons receiving the first- and second-highest number of votes cast for them will be elected to two of the Trustee seats and will serve a full five-year term commencing on July 1, 2016. The person receiving the third-highest number of votes cast for him/her will be elected to the third Trustee seat and will serve the unexpired portion of the term of Trustee Dan Curtis (1 year remaining).

The election will be held on May 17, 2016 at the same time and in the same locations as the Annual Meeting of the City School District of Albany.

An eligible District resident (see below) who is interested in having his or her name placed on the ballot as a candidate for an open seat on the Board of Trustees must submit a Nominating Petition containing the signatures of at least 62 qualified voters in the City of Albany to the Clerk of the City School District of Albany, not later than 5:00 p.m. on Monday, April 18, 2016. The Library also asks that you notify Scott Jarzombek, Executive Director of the Library, of your candidacy by providing copies of your Nominating Petition to him by that date and time.

Q:	*Who may be nominated as a candidate for election as Member of the Board of Trustees of the Library?*

A:	Any person at least 18 years old who is a U.S. citizen, is a resident of the City of Albany for at least 30 days immediately before the election, and who is not otherwise disqualified from voting under Election Law § 5-106 (a "qualified voter").

Q:	*How many voter signatures will be required for the petitions of the candidates for the Library's Board of Trustees?*

A:	The School District Clerk will require each person seeking to be nominated for a position on the Library's Board of Trustees to collect a minimum of 62 valid signatures of qualified voters on his or her nominating petition. (Education Law § 260 requires nominees to obtain the <u>*greater*</u> of: 25 signatures or a number of signatures equal to 2% of the total votes cast in the last Library election. The last Library election was held in May 2015 and the total number of votes cast in that election was 3,056). Candidates are encouraged to get as many signatures as possible to avoid being disqualified if a signature is challenged and voided.

Q:	*Who may sign a petition?*

A:	A petition may be signed by any qualified voter.

Q:	*Who may collect signatures on a nominating petition?*

A:	Signatures may be collected by any qualified voter.

Q: *What form is used to collect petition signatures?*

A: A form Nominating Petition is appended hereto. Candidates will need to use more than one form to secure all of the required signatures. Photocopies of the form may be used to collect signatures, but all of the signatures contained on the Nominating Petition filed with the School District Clerk must be originals.

Q: *May signatures be collected inside Library buildings?*

A: Signatures on the petitions <u>should</u> <u>not</u> be collected inside library buildings. Signatures may be collected outside of Library buildings and at other places in the community.

Q: *When are the nominating petitions for candidates for the Board of Trustees due to the City School District of Albany?*

A: The Trustee nominating petitions must be filed with the Office of the Clerk of the City School District of Albany not later than **5:00 p.m.** on **Monday, April 18, 2016**.

Q: *How should the Nominating Petition form be filled-out?*

A: Candidates and persons collecting signatures on their behalf should be aware that strict compliance with the Education Law is required in the execution of Nominating Petitions. Accordingly, it is extremely important that nominating petitions are filled out neatly and accurately. Petitions should be completed in pen and the person collecting signatures should clearly print the candidate's name and full address of the candidate's place of residence in the blanks at the top of the form. The person collecting the signatures should also fill in the blanks in the Statement of Witness at the bottom of the form by entering his or her own name and residential address.

Signatures are collected in the three-column table in the center of the form and may only be collected in the presence of the witness. The signatures are collected by entering the date of signature, the signer's full name (in script, although a printed name may also be added) and the signer's current residential address (which must be located in the City of Albany). The person collecting the signatures may, on behalf of the signer, fill in the date and residence information. Once a signature has been placed on a Nominating Petition, it should not be altered or modified in any manner. Errant marks on or near a signature may void the entire Nominating Petition. Care should be exercised to avoid the collection of duplicate signatures as they cannot be counted in the tally of valid signatures. Under no circumstances may the name or emblem of a political party be placed on the Nominating Petition, and care should be used not to identify the candidate with any party or political affiliation.

Upon completion of the form, the person collecting the signatures should tally the number of signatures collected, enter that number in the blank in the Statement of Witness, and then sign and date the petition. When all signatures have been collected, the pages of the nominating petition should be stapled and consecutively numbered by the candidate in the spaces provided prior to the submission of the petition to the Clerk. The candidate should retain a copy of the Nominating Petition for his or her own records, and provide a copy of the Petition to Scott Jarzombek, Executive Director of the Library.

NOMINATING PETITION

I, the undersigned, do hereby state that I am a duly qualified voter of the city of Albany, that my place of residence is truly stated opposite my signature hereto, and I do hereby nominate the following named person as a candidate for nomination for the public office of member of the board of trustees of the Albany Public Library (for any of three open seats, elected at large), to be voted for at the annual district meeting to be held on the 17th day of May, 2016.

Name of Candidate	Public Office	Place of Residence
	MEMBER OF THE BOARD OF TRUSTEES OF THE ALBANY PUBLIC LIBRARY (for up to a 5 year term)	

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

DATE	NAME OF SIGNER (signature required, printed name may be added)	RESIDENCE ALBANY, NEW YORK
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STATEMENT OF WITNESS

I, _____ *(Name of Witness)* state: I am a duly qualified voter in the State of New York and now reside at _____ *(residence address)*. Each of the individuals whose names are subscribed to this petition sheet containing _____ *(fill in number)* signatures, subscribed the same in my presence on the date above indicated and identified himself or herself to be the individual who signed this sheet.

Date: _____   _____
Signature of Witness

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