

Attn: Potential Candidates for Election on May 21, 2024 to the 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 this year.** Two positions carry full five-year terms, which commence on July 1, 2024. The two full terms will go to the two highest vote-getters. There is also a one-year term available, which commences after the election and ends in May 2025. The one-year term will go to the third highest vote-getter.

The information in this packet will guide you through the process of getting your name on the ballot for the **public election on Tuesday, May 21, 2024**, which is held in conjunction with the library's budget vote and the City School District of Albany budget vote.

Completed nominating petitions must be submitted to the Clerk of the City School District of Albany (School Administration Building, Academy Park) by 5 pm on Wednesday, May 1, 2024. The School District Clerk can be reached at (518) 475-6010.

This packet includes:

- Instructions for nomination (what you need to do to get on the ballot)
- Nominating petition template (you will have to make additional copies to accommodate the minimum of 50 valid signatures)

For more information:

- Visit the APL website at www.albanypubliclibrary.org/about/leadership/ for details about the board, and its committees and meetings.
- APL Executive Director Andrea Nicolay is available to discuss the role of a library board member and share more information about what is expected and required of trustees. She can be reached at (518) 427-4300 x0379 or nicolaya@albanypubliclibrary.org.
- Questions about the nomination process can be directed to APL Communication & Creative Services Manager Stephanie Simon at (518) 708-3912 or simons@albanypubliclibrary.org.

Information Sessions for Potential Candidates

- **April 10 (Wed) | 6:30-8 pm | Arbor Hill/West Hill Branch**
- **April 13 (Sat) | 10-11:30 am | Pine Hills Branch**

Current trustees will participate in a discussion about the work of the board, the nomination and campaign process, and their experiences as candidates and board members.

Candidate Forum and Budget Session | May 7 (Tue) | 6-7:30 pm | Washington Ave. Branch

Qualified candidates will be asked to participate in this in-person session that will be recorded for [viewing on YouTube](#). The candidate forum is a moderated question-and-answer session. The 2024-2025 budget will also be discussed at this public forum. More details will be shared with the candidates after their names are announced.

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

On May 21, 2024, the Albany Public Library will hold an election to fill 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 the first two Trustee seats and will serve a full five-year term commencing on July 1, 2024. 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 Thomas McCarthy (1 year remaining).

The election will be held on May 21, 2024 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 50 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 Wednesday, May 1, 2024. The Library also asks that you notify Andrea Nicolay, Executive Director of the Library, of your candidacy by also providing copies of your Nominating Petition to her 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 50 valid signatures of qualified voters on his or her nominating petition. (Education Law § 260 requires nominees to obtain the *greater* 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 2022 and the total number of votes cast in that election was 2,476). 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 should not 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 Wednesday, May 1, 2024.**

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 Andrea Nicolay, 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 school district meeting to be held on the 21st day of May, 2024.

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 <small>(signature required; printed name may be added)</small>	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

Page ____ of ____