

## 2005 TOWN OFFICES TO BE FILLED

### Caroline

Town Supervisor  
Town Clerk  
Hwy Superintendent  
Town Justices (2)  
Councilpersons (2)

### Danby

Town Supervisor  
Town Clerk  
Hwy Superintendent  
Town Justices (2)  
Councilpersons (2)

### Dryden

Town Supervisor  
Hwy Superintendent  
Councilpersons (2)

### Enfield

Town Supervisor  
Town Clerk  
Hwy Superintendent  
Town Justice  
Councilpersons (2)

### Groton

Town Supervisor  
Town Clerk  
Hwy Superintendent  
Councilpersons (2)

### Town of Ithaca

Town Supervisor  
Town Councilmen (3)  
Town Justice

### Lansing

Town Justice  
Councilpersons (2)

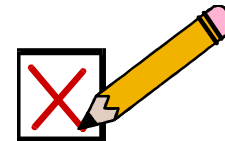
### Newfield

Town Supervisor  
Town Clerk  
Hwy Superintendent  
Town Justice  
Councilpersons (2)

### Ulysses

Town Supervisor  
Town Clerk  
Hwy Superintendent  
Town Justice  
Councilpersons (2)

# 2005 TOWN CLERK CALENDAR



**Tompkins County Board of Elections**  
**128 E. Buffalo St.**  
**Ithaca, NY 14850**

**Elizabeth W. Cree**  
**Republican Commissioner**  
**(607) 274-5521**

**Stephen M. DeWitt**  
**Democratic Commissioner**  
**(607) 274-5522**

**Fax: (607) 274-5533**

**[www.votetompkins.com](http://www.votetompkins.com)**

**NYS Board of Elections**  
**40 Steuben St.**  
**Albany NY 12207-2109**  
**(518) 474-6220**  
**Fax: (518) 486-4068**  
**[www.elections.state.ny.us](http://www.elections.state.ny.us)**

***Let this serve as a guide for election related activities and communications between your municipality and the Tompkins County Board of Elections (TCBOE)***

**Throughout the Year**

- ❑ Notify TCBOE of any changes in Town or Representative information
- ❑ Fill out various surveys or documents requested by the State BOE and TCBOE
- ❑ Assist with Inspector Recruitment

**January**

- ❑ Start to coordinate with Voting Machine Custodians for any voting machine maintenance
- ❑ Administer custodian oaths by 1/15/05

**February**

- ❑ Review Polling Places for May deadline

**March**

- ❑ Begin Voting Machine Maintenance and Evaluation Guide
- ❑ Contact Voting Machine Service Center for machine repairs and service
- ❑ Contact Stephen DeWitt at TCBOE for machine parts or supplies needed for voting machine
- ❑ Send list of offices to be filled including term of office to TCBOE by 3/4/05

**April**

- ❑ Secure Polling Places for May Certification
- ❑ NYS Polling Place Compliance Report or Application for Waiver due 4/15/05
- ❑ Voting Machine Maintenance and Evaluation Guide due 4/15/05

**May**

- ❑ Certification of Polling Places due 5/01/05

**June**

- ❑ Conduct machine supply inventory (Election supplies – any special requests to be given to TCBOE)

**July**

- ❑ Check supplies of registration forms and absentee applications
- ❑ Administer inspector oaths by 7/15/05
- ❑ Forward all inspector oaths to TCBOE

**August**

- ❑ Set up machine class for Primary Election
- ❑ Prepare for Primary Election Day

**September (*Primary Election Sep. 13*)**

- ❑ Pick up bags and supplies for Primary Election
- ❑ Check supplies of voter registration forms and absentee ballot applications
- ❑ Open polling places for inspectors on Primary Election Day by **11:30 am**, and make sure they have flags and cell phones
- ❑ Return poll bags to TCBOE immediately following close of polls on Primary Election Night

**October**

- ❑ Set up machine class for General Election
- ❑ Prepare for General Election Day

**November (*General Election Nov. 8*)**

- ❑ Pick up bags and supplies for General Election
- ❑ Open polling places for inspectors on General Election Day by **5:30 am**, and make sure they have flags and cell phones
- ❑ Return poll bags to TCBOE immediately following close of polls on Election Night

**December**

- ❑ Administer elected Town Officials' oaths by December 31<sup>st</sup>