

2020-2021 CALENDAR

Procedure Committee & Citizens Nominating Committee

February 1, 2020	New PC & CNC term, CNC recruitment opens, update PC website
April 1-30 (optional)	Preliminary Public Comment on NPR, if amendments planned
June 1 (optional)	Beginning of 90-day Public Comment on amendments, if any
Summer 2020	CNC recruitment and press releases
August 31 (optional)	Deadline for Public Comments on NPR amendments, if any
September 30	Deadline for CNC candidate recruitment submissions
	Two articles minimum <u>during September</u> re CNC recruitment
Wednesday, October 7	Final deadline to complete CNC candidate ballot roster
October 7	Deadline, PC vote to approve proposed amendments, if any
October	Finalize CNC Election Brochure, submit to Printer by or before week of 10/19 , mailing to residents by Printer by 11/3
Tuesday, November 10	CNC Elections Village Hall, 7:00AM to 9:00PM if feasible
Monday, November 30	CNC Organization Meeting (business meetings listed below)
Monday, December 7	Post-CNC election LWVS Information Session, PC presentation

2020-2021 PC and Citizens Nominating Committee Schedule¹

PC: May 26, July 30, Sept 2, October __ , Nov __ TUESDAY Nov 10: CNC Election Voting 7am - 9pm (tabulation TBD)	CNC: (details p. 3-4) Monday Nov 30 Monday Dec 7 Wednesday Dec 16 Wednesday Jan 6 Monday Jan 11 Wednesday Jan 20 (if needed)	Community Calendar: Contact PT Council as soon as CNC meeting dates set, but no later than June 1 scarsdaleptcouncil@gmail.com		
<u>Date</u>	<u>Action</u>	<u>Notes</u>	<u>Authority</u>	<u>Reservations</u>
PC Organization Meeting held every spring after Village election (3 rd Tues in March), earlier if amending NPR	Article(s) in Inquirer & media re nonpartisan system , spring through October, always list CNC/ PC members	April 1-30, in years when amendments needed, invite public to send suggestions for amendments to NPR & system, draft during May for June 1, 90-day comment period	90-day comment period, NPR	Early room reservations required for CNC lobby Election & all CNC meetings in November, December & January

¹ Review calendar for all dates requiring reservation of Village Hall for the November CNC Election, CNC meetings, PC meetings, and Scarsdale Woman's Club post-March election, if in-person events feasible. CNC meeting and CNC election reservations TBD by or before February 1 or as soon as possible. **Mail-in ballots and virtual meetings may be necessary in 2020.** There are no impediments to either in the NPR, and mail-in ballots are always an NPR option. No amendments were planned in 2020 for ratification by the voters.

By Summer 2020	CNC Recruitment PC Fundraising	Use select donor list for fundraising.		Notify Clerk & VM, CNC Election date
CNC required recruitment PR August 28/2020 Reminder Friday 8/21/20	Send to <i>Inquirer</i> list of CNC & PC members and invitation for CNC candidates	Publication <u>required</u> in last issue of month, confirm with Inquirer editor Monday 8/24/20	NPR Art. IV, §1	Request voter lists by Labor Day from school district B. Toledo
By Summer: (for Sept-Oct school district update): CNC census lists Brochure prep	School District: Order hard copy of (a) Census lists by neighborhood	Order digital copy of Scarsdale-only (b) <u>mailing list</u> for vendor	<u>Census lists</u> used in blue PC binders during CNC election	Brochure is vendor- mailed before Nov. CNC election
During Sept. 2020 (minimum two publications) Advisable: June- August outreach	Publish: CNC candidate outreach, ask to submit nominating petitions & bios	<i>Inquirer</i> publication dates: 9/4, 9/11, 9/18, 9/25 – deadline Monday prior to publication	NPR Art. IV, §2	Get request in early for front page notices in <i>Inquirer</i>
10/7/2020 (Wednesday)	Deadline for finalizing slate for CNC election with additional names if needed	4 candidates per Election Unit, & any others needed for unfilled vacancies	NPR Art. IV, §3	Final slate roster used in CNC Election Brochure
After 10/7/2020 Finalize CNC Election Brochure	Publish notice in <i>Inquirer</i> of Unit Elections & names of candidates for each vacancy	Simultaneously make mail-in- ballots available at VH, Supply Field Library & website	NPR Art. IV, §4,nd 7	Complete work with vendor on Election Brochure
11/3/2020 (Tuesday)	CNC Election Brochure mailed to all residents	Prepare ballots, arrange for ballot boxes and staffing		Village Clerk, staff, boxes & key
11/10/2020 (Tuesday)	CNC Election at Village Hall (Staff lobby set up, Open 7am to 9pm)	Reserve VH in advance with Clerk & VM, arrange for secure tabulation venue	NPR Art. III, §2	Village Clerk and VM Office

11/30/2020 (Monday)	CNC Organization Meeting, 2-week media notice for public portion	Materials: Agenda, NPR, CNC Rules of Procedure, standard Presentation Questions, Bio form	NPR Art. V, §5(A)	Reserve Rutherford Hall and SPTV
12/2/2020 (Wednesday)	Deadline - submit Bios of potential nominees for CNC 12/7/2020 Mtg	Distribute to CNC any Bios received	CNC Rules of Procedure	
12/7/2020 (Monday)	CNC First Business Mtg	Materials: Agenda, assign follow-up calls	NPR Art. V, §5(B)	Reserve VH 3rd Fl
12/11/2020 (Friday)	Deadline - submit Bios of potential nominees for CNC 12/16/2020 Mtg	Distribute to CNC any Bios received	CNC Rules of Procedure	
12/16/2020 (Wednesday)	CNC Second Business Meeting	Materials: Agenda, assign follow-up calls	CNC Rules of Procedure	Reserve VH 3rd Fl
12/31/2020 (Thursday)	Deadline - submit Bios of potential nominees for CNC 1/6/2021 meeting	Distribute to CNC any Bios received	CNC Rules of Procedure	
1/6/2021 (Wednesday)	CNC Third Business Meeting	Materials: Agenda assign follow-up calls	CNC Rules of Procedure	Reserve VH 3rd Fl
1/6/2021 (Wednesday)	Deadline - submit Bios of potential nominees for CNC 1/11/2021 meeting	Distribute to CNC any Bios received	CNC Rules of Procedure	
1/11/2021 (Monday)	CNC Fourth Business Meeting	Materials: Agenda, assign follow-up calls, ballots if needed	CNC Rules of Procedure	Reserve VH 3rd Fl

1/15/2021 (Friday)	Deadline - submit Bios of potential nominees for CNC 1/20/2021 meeting (if needed)	Distribute to CNC any Bios received	CNC Rules of Procedure	
1/20/2021 (Wednesday)	CNC Fifth Business Meeting (if needed)	Materials: Agenda, ballots if needed SLATE Selected	CNC Rules of Procedure	
1/21/2021	CNC forwards Slate to Campaign Committee		NYS Election Law, § 6-206	Consult Village Clerk
1/22/2021	CNC drafts annual report, includes procedural questions for PC review			
1/31/2021	PC and CNC Terms End		Per NPR	
2/?/2021 [check NYCOM schedule]	Campaign Committee: prepares & submits nominating petitions to Village Clerk in support of nonpartisan Slate	Required: at least 100 signatures (target larger number in the event some are ruled invalid, 372 filed on 2/5/19)	NYS Election Law	Consult Village Clerk for Deadlines Contact Campaign Treasurer
[insert dates for filing of financial reports [2/?/2021]	Campaign Committee: files financial reports	Materials: financial reports		Consult Village Clerk for Dates
Tuesday 3/16/2021	Scarsdale Municipal General Election	Village Hall (except when unusually large crowds expected e.g. for contested election, Library traditional)	NYS Election Law Consult Village Clerk	Scarsdale Woman's Club post-election party [traditional]