



COUNTY OF SCHENECTADY - CONDADO DE SCHENECTADY

Office of the Board of Elections
Oficina de la Junta Electoral

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Notice to Candidates and Party Chairs

This correspondence will serve to advise you that you or your representative may attend any or all of the Board of Elections activities described below. All activities will be held at the Schenectady County Board of Elections at 2696 Hamburg Street, Schenectady, NY 12303.

Time(s)/Date(s) of Board Activities:

1. **Public Inspection and Pre-Election Testing of Machines:** October 10, 2023 at 9:30 am until complete
2. **Inspection of Sample Ballots:** Begins September 15, 2023
3. **Post-Election Audit for Election Day, Early Voting and Absentees:** November 9, 2022 at 9:30 am
4. **Recanvass of all voting machines will begin:** November 9, 2023 at 9:30 am and run daily until complete
5. **Rolling Canvass of Absentee, Special and Military Ballots:** Will begin September 25, 2023 starting at 10:00 am and continue every Monday and Thursday until complete.
 - a. **Scanning of Canvassed Absentee Ballots Prior to Election Day:** October 27, 2023 at 10:00 am
November 5, 2023 at 5:00 pm
 - b. **Scanning of Canvassed Ballots Post Election Day:** November 8, 2023 at 10:00 am, daily until November 22, 2023
6. **Review Invalid Absentee, Military, Special, Undeliverable and Defects Not Cured Timely:**
November 9, 2023 at 10:00am
7. **Canvass of Affidavits:** November 13, 2023 at 10:00am
8. **Manual Recount:** Local contests will be conducted by the determination of the Election Commissioners. All multi-county contests will be determined by the NYS Board of Elections. A recount for those contests will be conducted, if necessary, by the direction of the NYS Board of Elections.

1. **Public Inspection and Pre-Election Testing of Machines:**

NYS Election Law §§7-128(3), 7-207 & NYCRR §6210.2(d)(e)

You will have an opportunity to inspect voting machines and ballot marking devices to be used in the upcoming General Election and view the conduct of the logic and accuracy testing required to be performed on such voting machines and systems.

The inspection and pre-election testing will take place on Tuesday, October 10, 2023 and will take place at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303 where the county test decks will be run and machines may be viewed. Pre-election testing will continue daily, between the hours of 9:30 AM and 4:30 PM, until all pre-election testing has been completed.

2. **Inspection of Sample Ballots:**

NYS Election Law §7-128(2)

You will have an opportunity to inspect the ballots to be used in the General Election.

This ballot inspection will occur on September 15, 2023 and will take place at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303 where the ballots may be viewed. The ballots are also available on the website: voteschenectady.com

3. **Post-Election Audit for Election Day and Early Voting:**

NYS Election Law §9-211 & NYCRR §6210.18

The post-election audit of randomly selected voting machines will begin on Thursday, November 9, 2023 and will take place at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303 where the county audit will occur. This audit will continue daily, with 1 to 2 teams conducting the audit, between the hours of 10:00 AM and 4:00 PM, until all selected voting machines have been audited.

The drawing which will randomly select the voting machines that must be audited will take place on Thursday November 9, 2023 at 9:30 am and will occur at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303 where the county drawing will occur. The audit shall commence on the same day as the random manual selection process.

a. **Scanners Used to Count Absentee Ballots Prior to Election Day (Audit):**

NYS Election Law §9-211(2)

The scanner(s) will be audited from three percent of Election Districts within three days after any Election Day (Early Canvassed Ballots). This audit will take place on Thursday, November 9, 2023 and will occur at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303

4. **Recanvass:**

NYS Election Law §9-208

The recanvass of all voting machines will begin on Thursday, November 9, 2023 and will take place at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303 where the county recanvass will occur. This recanvass of these ballots will continue daily, with one team conducting the recanvass, between the hours of 9:30 AM and 4:00 PM, until all voting machines have been recanvassed.

5. **Rolling Canvass of Absentee, Special and Military Ballots:**

NYS Election Law §9-209(1)(2)

The rolling canvass of absentee, special and military ballots will begin within 4 days of receipt. The canvass starting date is on September 25, 2023 at 10:00AM and will take place at the Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303. The canvass of these ballots will continue daily on Mondays and Thursdays. There will be one team conducting the canvass, between the hours of 10:00 AM and 4:00 PM, until all ballots have been canvassed.

On or after Election Day, the canvass will be conducted within one day of receipt. The canvass shall end no later than Tuesday, November 14, 2023 at 5:00 pm for standard absentee ballots and Monday, November 20, 2023 for military absentee ballots. This will take place at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303

a. Scanning of Canvassed Ballots Prior to Election Day:

NYS Election Law §9-209(6)(b)(c)

Ballots canvassed during this time period will be scanned on October 27, 2023 at 10:00 AM.

Absentee ballots received after this date will continue to be canvassed daily on Mondays and Thursdays, and those ballots will be scanned after the close of polls on the last day of early voting will be scanned on November 5, 2023 at 5:00 pm (Sunday).

b. Scanning of Canvassed Ballots Post Election Day:

NYS Election Law §9-209(6)(b)(iii)

The scanning of ballots canvassed after Election Day will continue daily and will take place at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303

6. Review Invalid Absentee, Military, Special, Undeliverable and Defects Not Cured Timely:

NYS Election Law §9-209(8)(a)

Within four business days after Election Day, the county will review the Absentee, Military and Special Ballots found to be invalid, undeliverable or containing defects that have not been timely cured. This review will take place on November 9, 2023 and will occur at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303

7. Canvass and Casting of Affidavits:

NYS Election Law §9-209(7)(a)

The county will canvass the Affidavits on November 13, 2023 beginning at 10:00 am. and will occur at Board of Elections Office, 2696 Hamburg St., Schenectady, NY 12303

8. Manual Recount:

NYS Election Law §9-208(4)

Following the completion of the canvass of all ballots, the Board of Elections will conduct a full manual recount of all ballots for a particular contest if the margin of victory is twenty votes or less or 0.5% or less. You will receive notice by mail of the date, time and processes for the manual recount should the office you are running for fall into this category.

Statutory Language on Events for Primary, General and Special Elections

1. Public Inspection and Pre-Election Testing of Machines:

EL §7-128(3) The candidates or their designated representatives may appear at the time and place specified in such notice to view the conduct of the logic and accuracy testing required to be performed on such voting machines or systems, provided however, that the time so specified shall be not less than 20 days prior to the date of the election.

NYCRR §6210.2(d)(e) Pre-Election testing needs to be completed at least 2 days prior to Early Voting. * This can be done same day as Public Inspection.

2. Inspection of Sample Ballots:

EL §7-128(2) The candidates or their designated representatives may appear at the time and place specified in such notice to inspect such ballots, provided, however, that the time so specified shall be no later than 46 days before the election at which the ballots will be used.

3. Post-Election Audit for Election Day and Early Voting:

EL §9-211 and NYCRR §6210.18 (l) For time and place for random selection of voting machines and 3% audit for Election Day (The audit shall commence on the same day as the random, manual selection process). Random Selection and Audit must occur within 15 days after each General or Special Election, within 13 days after each Primary Election, and within 7 days after each Village Election conducted by the CBOE. This should include: optical scanners at polls during Early Voting, OP scans for ED, and 3% EDs centrally scanned ballots.

a. Scanners Used to Count Absentee Ballots Prior to Election Day (Audit):

EL §9-211(2) The scanner(s) will be audited from 3% of EDs within 3 days after ANY Election Day (Early Canvassed Ballots).

4. Recanvass:

EL §9-208 Recanvass must occur within 15 days after each General or Special Election, within 20 days after each Primary Election, and within 7 days after each Village Election.

5. Rolling Canvass of Absentee, Special and Military Ballots:

EL §9-209(1)(2) Canvass of Absentee, Special and Military ballots to occur within 4 days of receipt before election, then within 1 day of receipt on or after election day. The canvass of these ballots will continue daily/Mondays and Thursdays. EL §9-209(2) The canvass shall end no more than 14 days after a General or Special Election and no more than 8 days after a Primary Election.

a. Scanning of Canvassed Ballots Prior to Election Day

EL §9-209(6)(b) Scanned 1 day before early voting and again EL §9-209(6)(c) after close of polls on the last day of early voting.

b. Scanning of Canvassed Ballots Post Election Day

EL §9-209(6)(b)(iii) Remaining ballots scanned after polls close on election day

6. Review Invalid Absentee, Military, Special, Undeliverable and Defects Not Cured Timely:

EL §9-209(8)(a) Within 4 business days after the election, review of Absentee, Military and Special Ballots found to be invalid, undeliverable or with defects that have not been timely cured. This notice needs to be sent at least five days prior to canvass.

7. Canvass of Affidavits:

EL §9-209(7)(a) Canvass Affidavits within 4 business days after any election.