

## **ANNUAL DISTRICT MEETING AND ELECTION**

### I. Time of Meeting

The Berlin Central School District Board of Education establishes that the annual meeting and election of the District shall be held on the third Tuesday in May, unless otherwise certified by the Commissioner, upon application of the Board, due to a conflict with religious observances, in which case, the annual meeting and election shall be held on the second Tuesday in May.

### II. Notice of Meeting.

The District Clerk shall publish a notice of the time and place of the annual meeting at least four (4) times within the seven weeks prior to the meeting in two (2) newspapers having general circulation, or in (1) one newspaper of general circulation, if there is only one, with the first publication occurring at least 45 days before the date of the annual meeting and election.

### III. Contents of Notice of Meeting.

#### A. The notice of the annual meeting and election shall state the following:

1. The date, time and place of the public hearing on the proposed budget required by law.
2. A statement that district residents may secure a copy of the proposed budget at any district building, during designated hours, on each day other than Saturday, Sunday or holiday during the fourteen (14) days preceding the date of the annual meeting and election.
3. The specific propositions to be voted on and a brief description of the substance of each.
4. A statement that petitions for nominating candidates for the office of school board member shall be filed in the office of the district clerk between 8:00 AM and 3:00 PM no later than thirty (30) days before the election.
5. A statement that qualified voters may apply for absentee ballots at the office of the district clerk and that a list of persons to whom absentee ballots have been issued will be available for inspection in the office of the district clerk during each of the five days preceding the day of the election.

6. Any proposed tax increase to be levied in installments, prior to issuing bonds or other obligations of the district; expenditures for buying, constructing or improving school buildings or grounds, and any proposed reduction or rescission of a previously authorized tax or expenditure.
7. If bonds or capital notes are to be voted on, the amount of such bonds or notes.

References:

Education Law Secs. 2003(1), 2004(1), 2601-a(2)1608(2), 1716(2),  
2004(6)(d), 1703(2), 2502(4)(b), 2003(2), 2004(2), 2608(1), 2004(7),  
2004(5), 2004(6), 416(2), 2009  
Local Finance Law Sec. 41.10