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NOTICE TO ALL CANDIDATES

January 12, 2021

TO: All Persons who are Candidates in the February 23, 2021 Special Election in the County of the Queens for Member of the City Council, District 31:

Pursuant to the applicable provisions of the Election Law of the State of New York, the Rules and Regulations of the New York State Board of Elections and the Rules, Regulations, Policies, and Procedures adopted by the Commissioners of Elections in the City of New York, please take notice of the following information for the **February 23, 2021, Special Election**.

All activities relating to any type of Absentee, Military, Special or Affidavit Ballots will be conducted at the Queens Borough Office of the Board of Elections (location of which is set forth in Schedule A), except as noted herein.

All activities relating to the Poll Site Voting System will be conducted at the Queens Borough Voting Machine Facilities of the Board of Elections (locations of which are set forth in Schedule B), except as noted herein.

1. Inspection of Poll Site Voting Systems & Paper Ballots

Pursuant to the provisions of Section 7-128(2) of the NYS Election Law, you or your representative/watcher designated in writing may inspect the paper ballots to be used on Election Day and Early Voting. This inspection will take place at the Executive Office located at 42 Broadway, 7th floor in the Candidate Records Unit on **Friday, January 15, 2021 from 10:00 AM to 3:00 PM.**

2. Audio Version of the Ballot

The Board of Elections in the City of New York will be placing Ballot Marking Devices (BMDs) for use by voters, including those with disabilities, in each of the poll sites including early voting sites for the Special Election on February 23, 2021.

A BMD marks a ballot which is scanned, or marks a BMD affidavit ballot which is verified, secured, and tallied at a later date.

Voters using the BMDs may choose an audio version of the ballot in English and Spanish. Transliteration of candidate names in Chinese and Bengali will be made by the Board of Elections staff in identified poll sites under the Voting Rights Act of 1965, as amended.

As a candidate, you or your representative designated in writing, have the opportunity to review this recording of your name and either approve it, or immediately request an alternate version. This review will be conducted at the Board of Elections Executive Office located at 42 Broadway, 7th floor in the Candidate Records Unit on **Thursday, January 14, 2021 from 10:00 AM until 3:00 PM.**

3. Random Draw for the Audit of Election Day and Early Voting Poll Site Scanners

New York State Election Law Section 9-211(1) requires an audit of poll site scanners used on Election Day and Early Voting. The selection of scanners for this audit is done by random draw, which is open to the public to observe. The draw of scanners will be held on **Thursday, February 25, 2021 at 10:00 AM at 42 Broadway 6th Floor.**

4. Audit of the Election Day and Early Voting Poll Site Scanners

This Audit will be conducted on **Thursday, February 25, 2020 at 1:00 PM** at the Queens Borough Voting Machine Facility (**See Schedule B**) and continue until completed including Saturdays and Sundays, if necessary. As a candidate, you or your representative designated in writing may be present and observe the audit of poll site scanners. Please check with the Queens Borough Chief Clerk or Deputy Chief Clerk to **confirm** the date and time for the commencement of this activity.

5. Random Draw for the Audit of Central Ballot Scanners

New York State Election Law Section 9-211(1) requires an audit of central ballot scanners used for each election. The selection of Election Districts for this audit is done by random draw, which is open to the public to observe. The draw of Election Districts will be held on **Friday, March 5, 2021 at 10:00 AM at 42 Broadway 6th Floor.**

6. Audit of the Central Ballot Scanners

This Audit will be conducted on **Friday, March 5, 2021 at 1:00 PM** in the Queens Borough Voting Machine Facility (**See Schedule B**). Please check with the Queens Borough Chief Clerk or Deputy Chief Clerk to **confirm** the date and time for the commencement of this activity. As a candidate, you or your representative designated in writing may be present and observe the audit of the central ballot scanners.

Please Note: The Drawing and Audit of the Central Ballot Scanners will not commence until after the completion of the Canvass for Absentee, Special, Military and Affidavit ballots.

7. Canvass and or Re-canvass of Votes Cast of

Election Day Paper Ballots

Pursuant to the provisions of Sections 9-206 and 9-208 of the NYS Election Law, you or your representative designated in writing may be present and observe the re-canvass of votes cast on the Poll Site Voting Systems during Early Voting and on Election Day and the canvass of any and all write-in votes cast on the Poll Site Voting Systems. This re-canvass will commence on **Wednesday, February 24, 2021 no earlier than 10:00 AM** and will continue until such re-canvass of all of the Poll Site Voting Systems has been completed including Saturdays and Sundays, if necessary. Please check with the Queens Borough Chief Clerk or Deputy Chief Clerk to **confirm** the date and time for the commencement of this activity.

Section 9-209(1)(c) authorizes each candidate or political party appearing on ballots for an election district to appoint watchers for such central board of inspectors in the same number at the poll site on election day.

The Board of Elections will have teams of bi-partisan staff conducting the canvass/re-canvass. You may appoint one watcher for each bi-partisan team. This canvass/re-canvass will take place at the Borough Voting Machine Facility (**See Schedule B**).

Emergency Ballots

Pursuant to the provisions of Sections 9-206 and 9-208 of the NYS Election Law, you or your representative designated in writing may be present and observe the canvass or re-canvass of any emergency and BMD ballot votes cast that could not be scanned on Election Day or during Early Voting. This canvass and re-canvass will commence on **Wednesday, February 24, 2021 at 10:00 AM** and will continue until completed including Saturdays and Sundays, if necessary. This canvass/re-canvass will take place in Queens at the Queens Borough Voting Machine Facility (**See Schedule B**). Please check with the Queens Borough Chief Clerk or Deputy Chief Clerk to **confirm** the date and time.

Absentee, Military, Special and Affidavit Ballots

Pursuant to the provisions of Section 9-206 and Section 9-209 of the NYS Election Law, you or your representative designated in writing may be present and observe the canvass of votes cast on any and all valid Absentee, Military, Special and Affidavit ballots. Military ballots timely sent can be received up to 13 days after the day of the Special Election. This canvass will commence on **Monday, March 1, 2021 at 10:00 AM** and will continue until completed, including Saturdays and Sundays, if necessary. The Board of Elections will have teams of bi-partisan staff conducting the canvass/re-canvass. You may appoint one watcher for each bi-partisan team. This canvass will take place in the Queens Borough Office (**See Schedule A**). Please check with the Queens Borough Chief Clerk or Deputy Chief Clerk to **confirm** the date and time.

FOR YOUR INFORMATION

Please be aware that pursuant to Article 14 of the New York State Election Law, candidates and political committees are required to file statements disclosing information about contributions received, expenditures made in connection with an election, and campaign literature or a disclaimer.

If you have any questions or require additional information, please contact the Queens Chief Clerk and Deputy Chief Clerk.

Thank you for your cooperation and understanding in these matters.

Very truly yours,
Candidate Records Unit

SCHEDULE A

BOROUGH OFFICES

Queens – Borough Office
118-35 Queens Boulevard -11th Floor
Forest Hills, NY 11375
718-730-6730

Amanda M. Berinato, Chief Clerk
Bart J. Haggerty, Deputy Chief Clerk

SCHEDULE B

BOROUGH VOTING MACHINE FACILITY

Queens
66-26 Metropolitan Ave
Middle Village, NY 11379
718-821-8409