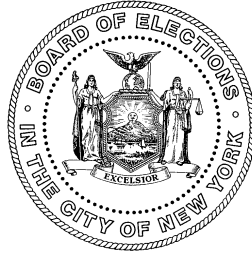


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NOTICE TO CANDIDATES

For the March 25, 2025 Special Election

Important Change

NYS Election Law modified the way that Early Mail, Absentee, Military, Federal and Special ballots are handled by Boards of Elections.

Representatives of a candidate, political party, or independent body entitled to have watchers present at the polls may observe the review of ballot envelopes.

Poll watchers cannot make any objections that would cause a ballot to be set aside, preventing the opening of the ballot envelope.

Poll watchers cannot inspect the face of the ballot and cannot make any objections on the ballot itself.

Dated: February 5, 2025

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 guidelines, policies and procedures adopted by the Commissioners of Elections in the City of New York, please take notice that as a candidate, you or your representative designated in writing, have the opportunity to attend any or all activities described below.

See Schedule A for the location of all activities relating to any type of Early Mail, Absentee, Military, Federal, Special or Affidavit ballots for your respective borough.

See Schedule B for the location of all activities relating to the Poll Site Voting System for your respective borough.

Both schedules can be found at the end of this document.

For the most up to date information or to confirm start dates and times, please visit our website at www.vote.nyc or contact the Chief Clerk or Deputy Chief Clerk of the respective boroughs.

Public Inspection and Pre-Election Testing of Machines

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

You will have the opportunity to inspect voting machines and ballot marking devices to be used in the upcoming March 25, 2025, Special Election, and can view the logic and accuracy testing required to be performed on such voting machines and systems.

This inspection and pre-election testing will take place at each Borough's Voting Machine Facility, where the county test decks will be run, and machines may be viewed.

Pre-election testing will begin on **Monday, February 24, 2025, through Thursday, March 13, 2025**, from 10:00 am to 3:00 pm.

Inspection of Sample Ballots

NYS Election Law §7-128(2)

Paper & Audio Ballots

You will have an opportunity to inspect the paper ballots to be used in the election. The audio ballots are used with the Ballot Marking Devices (BMDs) for use by voters, including those with disabilities, in each of the poll sites including early voting sites. You will have an opportunity to review the recording of your name and either approve it or immediately request an alternate version.

The paper and audio ballot inspection will take place at the Board's Executive Office located at 42 Broadway, 6th floor, New York, NY 10004 with the Candidate Records Unit on **Friday, February 7, 2025**, from 10:00 am to 3:00 pm.

Post-Election Audit for Election Day and Early Voting

NYS Election Law §9-211 & NYCRR §6210.18

New York State Election Law requires an audit of voting machines used both on Election Day and during Early Voting. The selection of scanners for this audit is determined by random draw.

The random draw will be held on **Thursday, March 27, 2025**, at 10:00 am at 42 Broadway, 6th floor, New York, NY 10004 and will be broadcast live on the Board's website at www.vote.nyc.

The audit will begin on the same day as the random draw, no earlier than 1:00 p.m. and will continue daily until completed. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time of the audit.



Scanners Used to Count 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, March 27, 2025**, no earlier than 1:00 pm. And will continue daily until completed. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time of audit.

Canvass and/or Re-canvass

NYS Election Law §9-208

The re-canvass of all voting machines, write-in votes, or emergency ballots will begin on **Wednesday, March 26, 2025**, no earlier than 10:00 am and continue daily until completed. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time of the canvass/re-canvass.

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.

Manual Recount

NYS Election Law §9-208(4)

Following the completion of the canvass of all ballots, if the margin of victory is twenty votes or less, 0.5% or less, or a contest where one million or more ballots have been cast and the margin of victory is less than 5,000 votes, the Board of Elections will conduct a full manual recount of all ballots for that contest.

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.

Rolling Canvass of Early Mail, Absentee, and Other Ballots

NYS Election Law §9-209(1) (2)

The rolling canvass of Early Mail, Absentee, and other ballots will begin within 4 days of receipt. The canvass of these ballots will take place every Tuesday and Friday, no earlier than 10:00 am, until all ballots have been canvassed.

The canvass will begin on **Tuesday, February 11, 2025**, if ballots have been received. Please check the Board's website at www.vote.nyc or with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start date.

On or after Election Day, the canvass will be conducted within one day of receipt of a ballot or cure and will continue daily until completed. At the discretion of the respective Borough Chief and Deputy Chief Clerk, additional days may be scheduled.



Scanning of Canvassed Ballots Prior to Election Day

NYS Election Law §9-209(6) (b) (c)

Ballots canvassed during this time will be scanned on **Friday, March 14, 2025**. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time.

Ballots received after this date will continue to be canvassed on Tuesdays and Fridays or more frequently as announced, and those ballots will be scanned after the close of polls on the last day of early voting. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time.

Scanning of Canvassed Ballots Post Election Day

NYS Election Law §9-209(6) (b) (iii)

Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the date and time of the scanning of ballots canvassed after Election Day.

Review of Ballots Found to Be Invalid, Undeliverable or Containing Defects Not Timely Cured

NYS Election Law §9-209(8) (a)

Within four business days after Election Day, the Board will review the Early Mail, Absentee, and other ballots found to be invalid, undeliverable, or containing defects that have not been cured timely.

This review will take place on **Monday, March 31, 2025**, no earlier than 10:00 am and continue daily until completed. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time.

Canvass and Casting of Affidavit Ballots

NYS Election Law §9-209(7) (a)

The county will canvass the Affidavit Ballots four business days after Election Day.

This canvass will take place on **Monday, March 31, 2025**, no earlier than 10:00 am and continue daily until completed. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time.

Scanners Used to Count Early Mail, Absentee, Affidavit and Other Ballots Post Election Day (Audit)

The drawing and Audit of the Central Ballot Scanners used to canvass ballots after the Election will not commence until after the completion of the Canvass for Early Mail, Absentee, Affidavit, and other ballots. Please check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time.



SCHEDULE A

Mail & other paper ballot canvass locations

Brooklyn
5112 Second Avenue
Brooklyn, NY 11232
718-492-2607

Sal Barrera, Chief Clerk
Daniel Ortiz, Deputy Chief Clerk

SCHEDULE B

Election day ballot canvass locations

Brooklyn
5112 Second Avenue
Brooklyn, NY 11232
718-492-2607

Sal Barrera, Chief Clerk
Daniel Ortiz, Deputy Chief Clerk

