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NOTICE TO ALL CANDIDATES **FOR SPECIAL ELECTION**

January 20, 2022

TO: All Persons who are Candidates in the February 15, 2022 Special Election in the County of New York and County of Kings for the Member of the Assembly, Districts 60 and 72:

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 15, 2022 Special Election**.

All activities relating to any type of Absentee, Military, Special or Affidavit Ballots will be conducted at the Manhattan and Brooklyn Borough Voting Machine Facilities of the Board of Elections (**locations of which are set forth in Schedule B**), **except as noted herein**.

All activities relating to the Poll Site Voting System will be conducted at the Manhattan and Brooklyn 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 during Early Voting. This inspection will take place at the Executive Office located at 42 Broadway, 7th floor in the Candidate Records Unit on **Monday, January 24, 2022 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 15, 2022.

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, A transliteration of candidate names in Chinese will be made by 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 **Monday, January 24, 2022 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 17, 2022 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 17, 2022 at 1:00 PM** at the Manhattan and Brooklyn 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 Manhattan and Brooklyn Borough Chief Clerks and the Deputy Chief Clerks 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 Random Draw of Election Districts will not commence until after the completion of the Canvass for Absentee, Military, Special and Affidavit ballots and will be held on a **date to be announced at 42 Broadway 6th Floor**.

6. Audit of the Central Ballot Scanners

This Audit will take place in Manhattan and Brooklyn at the Borough Voting Machine Facility (See Schedule B). As a candidate, you or your representative, designated in writing, may be present and observe the audit of the central ballot scanners.

The Audit of the Central Ballot Scanners will start on the same day as the Random Draw. Please check our website at www.vote.nyc or with the respective Borough Chief Clerk and the Deputy Chief Clerk to confirm the date and time for the audit.

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 16, 2022 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 Manhattan and Brooklyn Borough Chief Clerks and the Deputy Chief Clerks 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 Manhattan and Brooklyn 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 16, 2022 at 10:00 AM** and will continue until completed including Saturdays and Sundays, if necessary. This canvass/re-canvass will take place at the Manhattan and Brooklyn Borough Voting Machine Facility (**See Schedule B**). Please check with the Manhattan and Brooklyn Borough Chief Clerks and the Deputy Chief Clerks 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 **Wednesday, February 23, 2022 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 Manhattan and Brooklyn Borough Voting Machine Facility (**See Schedule B**). Please check with the Manhattan and Brooklyn Borough Chief Clerks and the Deputy Chief Clerks 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 Manhattan and Brooklyn Chief Clerks and the Deputy Chief Clerks.

Thank you for your cooperation and understanding in these matters.

Very truly yours,
Candidate Records Unit

SCHEDULE A

BOROUGH OFFICES

Manhattan

200 Varick Street - 10th Floor
New York, NY 10014
212-886-2100

Gregory Lehman, Chief Clerk
Cynthia Doty, Deputy Chief Clerk

Brooklyn

345 Adams Street – 4th Floor
Brooklyn, NY 11201
718-797-8800

Raymond Riley, Chief Clerk
Daniel Ortiz, Deputy Chief Clerk

SCHEDULE B

BOROUGH VOTING MACHINE FACILITIES

Manhattan

450 West 33rd Street
New York, NY 10001
212-465-0503

Brooklyn

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