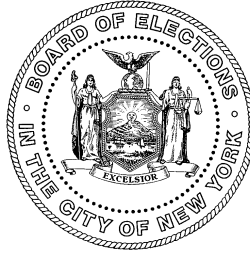


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## BOARD OF ELECTIONS

IN  
THE CITY OF NEW YORK  
EXECUTIVE OFFICE  
32 BROADWAY  
NEW YORK, NY 10004-1609  
TEL (212) 487-5300  
FAX (212) 487-5349  
[www.vote.nyc](http://www.vote.nyc)

### Important Change

Chapter 763 of the laws of 2021 changed the way that absentee, military 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 absentee envelope.

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

## NOTICE TO CANDIDATES

### For the September 12, 2023, Special Election

**Dated: August 10, 2023**

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 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 location of all activities relating to any type of Absentee, Military, Special or Affidavit Ballots for your respective borough.

See schedule B for 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](http://www.vote.nyc) or contact the Chief Clerk or Deputy Chief Clerk of the respective boroughs.

Thank you in advance for your cooperation,

**Board of Elections in the City of New York**

## **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 September 12, 2023, Special Election, and can view the conduct of 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 **August 14, 2023** through **September 1, 2023** from 10:00 am to 3:00 pm.

## **Inspection of Poll Site Voting Systems & Sample Ballots**

*NYS Election Law §7-128(2)*

### **Paper Ballots**

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

This ballot inspection will take place at the Board's executive offices located at 42 Broadway, 6th floor, New York, NY 10004 on **Friday, August 18, 2023**, from 10:00 am to 3:00 pm.

### **Audio Ballots**

The audio is 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.

This audio review will take place at the Board's executive offices located at 42 Broadway, 6th floor, New York, NY 10004 on **Friday, August 18, 2023**, 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 early voting. The selection of scanners for this audit is done by random draw.

The random draw will be held on **Thursday, September 14, 2023, 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](http://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 our website at [www.vote.nyc](http://www.vote.nyc) or check with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time of audit.

### **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, September 14, 2023** no earlier than 1:00 pm. and will continue daily until completed. Please check our website at [www.vote.nyc](http://www.vote.nyc) or 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, September 13, 2023** no earlier than 10:00 am and continue daily until completed. Please check our website at [www.vote.nyc](http://www.vote.nyc) or with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm the start time of 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, 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, 0.5% or less, or in a contest where one million or more ballots have been cast and the margin of victory is less than 5,000 votes.

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 Absentee, Special and Military Ballots**

*NYS Election Law §9-209(1) (2)*

The rolling canvass of absentee, special and military ballots will begin within four 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. At the discretion of the respective



Borough Chief Clerk or Deputy Chief Clerk, additional days may be scheduled to ensure the timely completion of the canvass.

The canvass will begin on **Tuesday, August 15, 2023**, if ballots have been received. Please check our website at [www.vote.nyc](http://www.vote.nyc) or with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm start date.

On or after Election Day, the canvass will be conducted within one day of receipt of a ballot or cures and will continue daily until completed.

### **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 **Friday, September 1, 2023** no earlier than 10:00 am.

Absentee ballots received after this date will continue to be canvassed daily on Tuesdays and Fridays, and those ballots will be scanned after the close of polls on the last day of early voting.

Please check our website at [www.vote.nyc](http://www.vote.nyc) or with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm scan date and time.

### **Scanning of Canvassed Ballots Post Election Day**

*NYS Election Law §9-209(6) (b) (iii)*

Please check our website at [www.vote.nyc](http://www.vote.nyc) or 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 Invalid Absentee, Military, Special, Undeliverable & Defects Not Cured Timely**

*NYS Election Law §9-209(8) (a)*

Within four business days after Election Day, the Board 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 **Monday, September 18, 2023** no earlier than 10:00 am and continue daily until completed. Please check our website at [www.vote.nyc](http://www.vote.nyc) or with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm start time.



## **Canvass and Casting of Affidavits**

*NYS Election Law §9-209(7) (a)*

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

This canvass will take place on **Monday, September 18, 2023** no earlier than 10:00 am and continue daily until completed. Please check our website at [www.vote.nyc](http://www.vote.nyc) or with the respective Borough Chief Clerk or Deputy Chief Clerk to confirm start time.

## **Scanners Used to Count Absentee and Affidavit 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 Absentee, Military, Special and Affidavit ballots. Please check the Board's website at [www.vote.nyc](http://www.vote.nyc) or with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the random draw.

<b><u>SCHEDULE A</u></b> Absentee & other paper ballot canvass locations	<b><u>SCHEDULE B</u></b> Election day ballot canvass locations
<b>Queens</b> 118-35 Queens Boulevard -11 <sup>th</sup> Floor Forest Hills, NY 11375  718-730-6730  <i>Amanda M. Berinato, Chief Clerk</i> <i>Bart J. Haggerty, Deputy Chief Clerk</i>	66-26 Metropolitan Avenue Middle Village, NY 11379  718-821-8402

