

# FAQs

## Annual Budget Vote & Trustee Election

### *Comsewogue Public Library*

April 4, 2023

9:30 am - 9:00 pm

QUESTION: Where will the voting take place?

ANSWER: Voting will take place at Comsewogue Public Library, 170 Terryville Road,  
Port Jefferson Station, NY 11776 (In the Community Room)

QUESTION: Who can vote?

ANSWER: Comsewogue School District residents who are registered to vote and who have voted at any annual or special district election in the past four (4) years are eligible to vote.

QUESTION: How do I register to vote?

ANSWER: To register to vote by mail: Completed registration forms can be mailed to the Suffolk County Board of Elections (mailing address is on the form). Forms may be obtained at the Library's Circulation Desk, at a U.S. Post Office and are also available to download/print at <https://www.elections.ny.gov/NYSBOE/download/voting/voteregform-eng-fillable.pdf>

To register to vote online: Complete the online voter registration form by visiting <https://dmv.ny.gov/more-info/electronic-voter-registration-application>

To register at Comsewogue School District: Registration is available during normal school hours when school is in session at the Office of the District Clerk, Administrative Office, Comsewogue Union Free School District, 290 Norwood Avenue, Port Jefferson Station, NY.

### **Absentee Ballots:**

QUESTION: How can I obtain an Absentee Ballot?

ANSWER: Eligible voters can obtain an absentee ballot by completing and submitting an *Application for Absentee Ballot* to the Library's Election Clerk.

Applications are available on the Library's website, <https://www.cplib.org>. You may also request an application in-person at the library, by phone (631-928-1212 ext. 124), or by e-mail ([cspena@cplib.org](mailto:cspena@cplib.org)).

QUESTION: When do I need to submit my *Application for Absentee Ballot* and where do I submit the Application?

ANSWER: Submit your completed *Application for Absentee Ballot*, including both your residence address and the mailing address where you wish to receive the Absentee Ballot (if different from residence) to:

Comsewogue Public Library  
Attn: Office of the Library Election Clerk  
170 Terryville Road  
Port Jefferson Station, NY 11776

Deadlines for Applications to be submitted:

- If Absentee Ballot is to be mailed to you – Applications must be received by the Election Clerk no later than seven (7) days prior to the Vote/Election. The Library has no control over postal delivery times. It is, therefore, recommended that your Application be submitted as early as possible to allow enough time for you to receive and return the ballot.
- If Absentee Ballot is to be picked up at the Library – Applications must be received at the Library by 5:00 p.m. on the day prior to the Vote/Election.

QUESTION: What do I do once I receive my absentee ballot?

ANSWER: Place your completed ballot inside the absentee ballot envelope. You must complete the FRONT and BACK of the envelope. *ENVELOPES THAT ARE NOT SIGNED CANNOT BE ACCEPTED AND YOUR VOTE WILL NOT BE COUNTED.* You may return your completed absentee ballot by mail or hand deliver it to the Library. Ballot Envelopes must be received by the Office of the Election Clerk at the Library no later than 5pm on the day of the election.

### **Budget Vote & Trustee Election Information:**

QUESTION: How can I obtain further information about the Budget Vote and Trustee Election?

**ANSWER:** Information will be available on the Library’s website at least 14 days prior to the election. The Library’s Proposed Operating Budget and the Trustee Candidate Biography(ies) will be included. The Library will also host a Budget Hearing at the Library at 6:00 pm on March 22, 2023, where the Proposed Operating Budget will be presented.

**QUESTION:** Who is eligible to run for a Library Board Trustee? How does a candidate get on the ballot?

**ANSWER:** Qualified Voters of Comsewogue School District are eligible to file a petition to become a candidate for an available Trustee position. Petitions nominating candidates for the Office of Trustee of the Comsewogue Public Library shall be available from the Office of the Clerk of the Library beginning February 16, 2023. Completed petitions nominating a candidate must be filed at the Office of the Clerk of the Library, 170 Terryville Road, Port Jefferson Station, New York, between the hours of 9:30 a.m. and 4:00 p.m., prevailing time, Monday through Friday, but not later than 5:00 p.m., Monday, March 6, 2023. Each petition must be signed by at least twenty-five (25) qualified voters of the District and must state the residence of each signer and the name and residence of the candidate.

**QUESTION:** What is a “Qualified Voter”?

**ANSWER:** A qualified voter is a person who is a citizen of the United States, at least 18 years old, a resident of the Comsewogue School District for at least 30 days prior to the election and not otherwise prohibited from voting under provisions of section 5-106 of Election Law.

If NYS issues any further Executive Orders which would affect the administering of the Library’s vote/election, and/or in case of emergency, details will be updated on the Library website, <https://www.cplib.org>.

Any further questions can be referred to the Administration Office:

- Debra Engelhardt, Library Director – [debbie@cplib.org](mailto:debbie@cplib.org) or 631-928-1212, ext. 112.
- Catherine Spena, Library Election Clerk – [cspena@cplib.org](mailto:cspena@cplib.org) or 631-928-1212, ext. 124.



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