



OFFICE OF LEWIS COUNTY BOARD OF ELECTIONS

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To: Lewis County School Districts

From: Lindsay Burriss & Ann M. Nortz
Commissioners of Elections

Date: February 15, 2022

Subject: 2022 School Elections

Attached you will find your MOU for 2022. Once this is signed by your schools representative please return it to our office, a fully executed copy will be returned to you.

If you have any questions or concerns, please feel free to contact us.



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MEMORANDUM OF UNDERSTANDING

ELECTION SERVICES AGREEMENT BETWEEN LEWIS COUNTY BOARD OF ELECTIONS AND HARRISVILLE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION CONCERNING HARRISVILLE CENTRAL SCHOOL DISTRICT VOTE AND ELECTION TO BE HELD ON MAY 17, 2022

THIS MEMORANDUM OF AGREEMENT, is entered into between the Lewis County Board of Elections, with offices at 7550 South State Street, Lowville, NY 13367 (hereinafter referred to as the "Board of Elections") and the Harrisville Central School District Board of Education, with offices at 14371 Pirate Lane, Harrisville, NY 13648 (hereinafter referred to as the "School Board").

WHEREAS, the School Board is holding an election on **May 17, 2022**, and is seeking the assistance of the Board of Elections, in providing election services consisting of the provision and usage of voting machines, all equipment and supplies necessary to conduct voting operations; as well as training and assistance concerning voting operations;

WHEREAS, pursuant to Section 3-224 of the New York State Election Law, the Board of Elections may permit school districts within the county to use its voting machines and other equipment, for the conduct of elections, upon such terms and conditions as shall be fixed by the Board of Elections and agreed to by both the Board and the School District; and

WHEREAS, pursuant to Education Law §2035(1), the School Board is authorized, if the County Board of Elections shall consent thereto, to use voting machines belonging to the County Board of Elections.

NOW THEREFORE, the parties named above hereby enter into this Agreement applicable to the **Harrisville Central School District Election being held May 17, 2022, and any subsequent revote(s) related thereto** (hereinafter referred to as the "Election"):

I. BOARD OF ELECTIONS

1. The Board of Elections shall:
 - a. Provide and deliver optical scan voting machines and privacy booths to the School Board in a number deemed adequate upon mutual agreement between the parties.
 - b. Provide four trained Board of Elections poll workers for election day.
 - c. Subject to the School Board's review and approval, define the ballot in terms of format and language. The ballot will be provided in a PDF form for the School Board's review and approval.
 - d. Program all voting machines after receiving PDF approval for the definition of the ballot.

- e. Provide the services of Board of Election staff that shall create ballot definition and corresponding PDFs, conduct pre-election testing of the voting machines, deliver the voting machines and, any other equipment, supplies, and provide technical assistance as needed. The Board of Elections will not be conducting a post-election audit unless authorized or directed to do so in accordance with the provisions of the Education Law.
- f. Said Board of Elections staff shall respond immediately to Harrisville Central School poll site should a scanner situation arise wherein the Election Inspectors are unable to resolve.
- g. Forward said approved ballot definition in PDF format to the printer as identified by the school district for the purpose of test ballot printing and official ballot printing. The School Board shall be responsible for all printing costs.

ii. **SCHOOL BOARD**

1. The School Board and/or its representative shall:

- a. Provide the Board of Elections with the ballot layout and content in a timely manner.
- b. Work with the Board of Elections to determine the number of machines and ballots needed for the election in a timely manner.
- c. Provide the Board of Elections of its review and approval of the ballot definition PDF, via signed copies of said PDF in a timely manner.
- d. Pay \$90.00/flat rate for the transportation of voting machines to and from school district poll sites, to be paid in full upon receipt of invoice from Board of Elections.
- e. Pay \$175.00/flat rate for each inspector provided by the Board of Elections
- f. The School Board shall be responsible for all printing costs, to be paid in full upon receipt of invoice from the Board of Elections. (Board of elections will only order the number of ballots requested by the District Clerk, Board of Elections is **NOT** responsible for any ballot shortages)
- g. Clerk of the School Board shall be responsible for proper notice of said election.
- h. Clerk of the School Board shall remain the responsible person of absentee processing; The Board of Elections shall supply a list of permanently disabled voters entitled to receive an absentee ballot within your district.
- i. Shall make available a three prong grounded outlet, table and four chairs for Board of Election use on election day.

This Memorandum shall be subject to the approval of the Harrisville School District Board of Education as well as the Lewis County Board of Elections.

IN WITNESS WHEREOF, the undersigned parties hereto have executed this Memorandum on the date(s) set forth below.

LEWIS COUNTY BOARD OF ELECTIONS

By

Lindsay I. Burriss, Commissioner

Dated: _____

Ann M. Nortz, Commissioner

Dated: _____

HARRISVILLE CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

By

Harrisville Central School Board Representative

Dated: _____