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CANDIDATE RECORDS UNIT

NOTICE TO ALL RUNOFF CANDIDATES

September 16, 2009

TO: All Persons who are Anticipated to be Candidates in the
September 29, 2009 Runoff Primary Election:

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:

All activities relating to any type of paper ballot will be conducted at each Borough Office of the Board of Elections (locations of which are set forth in Schedule A).

All activities relating to the mechanical voting machines and Ballot Marking Device(s) (BMD's) will be conducted at each Borough Voting Machine Facility of the Board of Elections (locations of which are set forth in Schedule B).

1. Optical Scanning System Test

Pursuant to the provisions of New York State Board of Elections Rule 6210.11, you or your representative designated in writing may attend a test of the optical scanning system used to canvass and/or recanvass paper ballots used in the September Primary. You or your representative designated in writing, may appear and observe the test(s) in the applicable Borough(s) where you are a candidate, which will be conducted in accordance with the following schedule:

<u>BOROUGH</u>	<u>DATE & TIME OF TEST</u>
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<u>New York</u>	<u>Friday, September 25, at 10:00 AM</u>
<u>Bronx</u>	<u>Friday, September 25, at 10:00 AM</u>
<u>Brooklyn</u>	<u>Friday, September 25, at 10:00 AM</u>
<u>Queens</u>	<u>Friday, September 25, at 10:00 AM</u>
<u>Staten Island</u>	<u>Friday, September 25, at 10:00 AM</u>

2. Inspection of Voting Machines, BMD's & Paper Ballots

- (a) Pursuant to the provisions of Section 7-128(2) of the NYS Election Law, you or your representative designated in writing may inspect the voting machines & BMD' to be used in the September 29, 2009 Runoff on **Wednesday, September 23, 2009, between the hours of 9:00 A.M. and 12:00 P.M.**
- (b) Pursuant to the provisions of Section 7-128(1) of the NYS Election Law, you or your representative designated in writing may inspect the paper ballots (including the Ballot Marking Devices-BMDs ballots) to be used in the September 29, 2009 Primary on **Wednesday, September 23, 2009, between the hours of 9:00 A.M and 12:00 P.M.**

[Note: This inspection will take place at the **Borough Voting Machine Facility,** not the Borough Office.]

3. CANVASS AND/OR RECANVASS OF VOTING MACHINES AND PAPER BALLOTS

- (a) Pursuant to the provisions of Sections 9-102 and 9-208 of the NYS Election Law, (as amended by Chapter 116 of the Laws of New York State 2009) you or your representative designated in writing may be present and observe the recanvass of votes cast on the voting machines and the canvass of any and all write-in votes cast on the voting machines. This canvass/recanvass will commence on **Wednesday, October 7, 2009 at 10:00 A.M.** and will continue until such canvass/recanvass of all machines is completed.

You may appoint a sufficient number of watchers to have at least one watcher with each team.

- (b) Pursuant to the provisions of Sections 9-200 and 9-209 of the NYS Election Law, you or your representative designated in writing may be present and observe the canvass or recanvass of any emergency and BMD ballots votes cast on Primary Day. This canvas and recanvass will commence on **Wednesday, October 7, 2009 at 10:00 A.M.** and will continue until completed.
- (c) Pursuant to the provisions of Sections 9-200 and 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 and/or affidavit ballots. This canvass will commence on **Wednesday, October 7, 2009, at 10:00A.M.**, immediately following the recanvass of emergency ballots (if any), and will continue until completed, including Saturday and Sunday. *Candidates may appoint a sufficient number of watchers to ensure adequate representation throughout the canvass of the paper ballots.*

You may appoint a sufficient number of watchers to have at least one watcher with each team.

If you have any questions or require additional information, please contact the appropriate Chief Clerk/Deputy Chief Clerk in the respective borough. Thank you for your cooperation and understanding in these matters.

Very truly yours,

Troy Johnson
Coordinator,
Candidate Records Unit

Attachments (Schedules A & B)

SCHEDULE A

Manhattan Borough Office

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

Gregory Lehman, Chief Clerk
Timothy Gay, Deputy Chief Clerk

Bronx Borough Office

1780 Grand Concourse – 5th Floor
Bronx, NY 10457
718 – 960-0730

Dawn Sandow, Deputy Chief Clerk
Anna Torres, Deputy Chief Clerk

Brooklyn Borough Office

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

Diane Haslett-Rudiano, Chief Clerk
Mary Rose Sattie, Deputy Chief Clerk

Queens Borough Office

126-06 Queens Blvd.
Kew Gardens, NY 11415
718 – 730-6730

Barbara Conacchio, Chief Clerk
Katherine A. James, Deputy Chief Clerk

Staten Island Borough Office

1 Edgewater Plaza – 4th Floor
Staten Island, NY 10305
718 - 876-0079

Sheila DelGiorno, Chief Clerk
Anthony Andriulli, Deputy Chief Clerk

SCHEDULE B
VOTING MACHINE FACILITIES

MANHATTAN

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

BRONX

1780 Grand Concourse
Bronx, NY 10457
718 – 960-0730

BRONX (BMD only)

1932 Arthur Ave.
Bronx, NY 10457
No Telephone #

BROOKLYN

645 Clinton Street
Brooklyn, NY 11231
718- 522- 4796

BROOKLYN (BMD only)

5112 Second Ave
Brooklyn, NY 11220
No Telephone #

QUEENS

66-26 Metropolitan Ave
Middle Village, NY 11379
718 - 417-2026

STATEN ISLAND

1 Edgewater Plaza
Staten Island NY 10305
718 - 876-0719