

Timeline

2013 Annual Budget Vote & School Board Election

FEBRUARY 15 Deadline for the state commissioner of taxation and finance to inform school districts whose tax base is growing of the appropriate factor to use in calculating their tax levy limit for the coming school year.

MARCH 1 School districts must submit information necessary for the calculation of the tax levy limit to the state comptroller, commissioner of education and commissioner of taxation and finance.

49 DAYS BEFORE VOTE **APRIL 2- 6¹** Districts must publish first of four legal notices of budget vote and board election that are required to appear in a newspaper of general circulation during the seven weeks preceding the date of the election.

30 DAYS BEFORE **APRIL 22²** In all school districts except small city school districts, school board candidate nominating petitions are due in the office of the district clerk by 5 p.m.

24 DAYS BEFORE **APRIL 29³** Last possible day for districts to transmit their property tax report card to the State Education Department. The law requires districts to do this by the end of the next business day following its approval by the school board, but no later than the 24th day before the budget vote.

20 DAYS BEFORE **MAY 1** In small city school districts, school board candidate nominating petitions are due in office of district clerk by 5 p.m.

APRIL 30 - MAY 7 Districts must complete budget seven days before public hearing.

MAY

MAY 7 - 14:

Board must hold public hearing on the budget.

MAY 7 - 16:

In all districts other than small city school districts, last possible day for voter registration by school district boards of registration.

MAY 7 - 21:

Copies of the budget must be available to the residents upon request (during the 14 days before the vote and on day of vote).

MAY 7

In small city school districts, May 7 is the last possible day for voter registration by school district board of registration.

6 DAYS BEFORE **MAY 15** Deadline for mailing budget notice.

MAY 21 Annual Budget Vote and School Board Election



¹ The Education Law requires the first notice of the budget vote and election to be published no later than 45 days before the election, which will fall on Saturday, April 6, 2013. Publication on Monday, April 8, 2013 is also permissible pursuant to New York State General Construction Law section 25-a(1), which states that when a legal deadline falls "on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day." However, better practice probably would be to publish on or before Friday, April 5, 2013, but not before Tuesday, April 2 – the 49th day before the election.

² Under the Education Law, petitions are due 30 days before the election, or April 21. But because in 2013 April 21 is a Sunday, the General Construction Law controls and petitions should be considered due at 5 p.m. on Monday, April 22.

³ The 24th day before the budget vote in 2013 falls on Saturday, April 27. Therefore a school board could approve its property tax report card as late as Friday, April 26. Pursuant to the General Construction Law, a report card approved on Friday, April 26 could be transmitted to SED on Monday, April 29.