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BOARD OF ELECTIONS

IN
THE CITY OF NEW YORK
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September 10, 2021

NOTICE TO ALL CANDIDATES

TO: All Persons who are Candidates in the November 2, 2021 General 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 for the **November 2, 2021 General Election**.

All activities relating to any type of Absentee, Military, Special or Affidavit Ballots will be conducted at each Borough Office of the Board of Elections (locations of which are set forth in Schedule A), except as noted herein.

All activities relating to the Poll Site Voting System will be conducted at the respective Borough Voting Machine Facilities of the Board of Elections (locations of which are set forth in Schedule B), except as noted herein.

1. Inspection of Paper Ballots

Pursuant to the provisions of Section 7-128(2)(a) of the New York State Election Law, you or your representative/watcher designated in writing may inspect the paper ballots to be used in the Election, including on Election Day and during Early Voting.

Friday, September 17, 2021 from 10:00 AM to 3:00 PM

This inspection will take place at the Executive Office located at 42 Broadway, 7th floor in the Candidate Records Unit.

2. Audio Version of the Ballot

The Board of Elections in the City of New York will be placing Ballot Marking Devices (BMDs) for use by voters, including those with disabilities, in each of the poll sites including early voting sites.

A BMD marks a ballot, which is scanned, or marks a BMD affidavit ballot, which is verified, secured, and tallied at a later date. Voters using the BMDs may choose an audio version of the ballot. Candidate names in English and Spanish and transliteration of candidate names in Chinese, Korean and Bengali will be made by Board of Elections staff in identified poll sites under the Voting Rights Act of 1965, as amended.

As a candidate, you or your representative designated in writing, have the opportunity to review this recording of your name and either approve it, or immediately request an alternate version. This review will be conducted on **Thursday, September 16, 2021 from 10:00 AM until 3:00 PM.**

This review will take place at the Board of Elections Executive Office located at 42 Broadway, 7th floor in the Candidate Records Unit.

3. Random Draw for the Audit of Election Day and Early Voting Poll Site Scanners

New York State Election Law Section 9-211(1) requires an audit of poll site scanners used on Election Day and early voting. The selection of scanners for this audit is done by random draw, which is open to the public to observe. The draw of scanners will be held on, **Thursday, November 4, 2021 at 10:00 AM and will be live-streamed on the Board's website at www.vote.nyc**

4. Audit of the Election Day and Early Voting Poll Site Scanners

This Audit will begin at the respective Borough Voting Machine Facilities (See Schedule B) on **Thursday, November 4, 2021 at 1:00 PM** and continue until completed, including Saturdays and Sundays, if necessary. As a candidate, you or your representative designated in writing may be present and observe the audit of poll site scanners. Please check with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the commencement of this activity.

5. Random Draw for the Audit of Central Ballot Scanners

New York State Election Law Section 9-211(1) requires an audit of central ballot scanners used for each election. The selection of Election Districts for this audit is performed by random draw, which is open to the public to observe.

The drawing and Audit of the Central Ballot Scanners 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 or with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the random draw.

6. Audit of the Central Ballot Scanners

This Audit will take place in Manhattan and Brooklyn at the Borough Voting Machine Facility (**See Schedule B**). For the Boroughs of Bronx, Queens, and Staten Island, the audit will take place in the Borough Offices (**See Schedule A**). As a candidate, you or your representative designated in writing may be present and observe the audit of the central ballot scanners.

The Audit of the Central Ballot Scanners will not commence until after the completion of the Canvass for Absentee, Military, Special and Affidavit ballots. Please check our website at www.vote.nyc or with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the audit.

7. Canvass of Votes Cast of Election Day Paper Ballots

Pursuant to Section 9-208 of the New York State Election Law, you or your representative designated in writing may be present and observe the canvass of votes cast on the Poll Site Voting Systems during Early Voting and on Election Day and the canvass of any and all write-in votes cast on the Poll Site Voting Systems. This canvass will commence on **Wednesday, November 3, 2021 at 10:00 AM** and will continue until such canvass of all of the Poll Site Voting Systems has been completed, including Saturdays and Sundays, if necessary. Section 9-209 (1)(c) authorizes each candidate or political party appearing on ballots for an election district to appoint watchers for such central board of inspectors in the same number at the poll site on election day.

The Board of Elections will have teams of bipartisan staff conducting the canvass. You may appoint one watcher for each bipartisan team. This canvass will take place at the Borough Voting Machine Facilities (**See Schedule B**).

Please check with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the commencement of this activity. Be advised, the canvass includes a hand recanvass, if necessary.

Emergency Ballots

Pursuant to Section 9-208 of the New York State Election Law, you or your representative designated in writing may be present and observe the canvass of any emergency and BMD ballot votes cast that could not be scanned on Election Day or during Early Voting. This canvass will commence on **Wednesday, November 3, 2021 at 10:00 AM** and will continue until completed, including Saturdays and Sundays, if necessary. This canvass will take place in Manhattan and Brooklyn at the Borough Voting Machine Facility (**See Schedule B**). For the Boroughs of Bronx, Queens and Staten Island, the canvass will take place in the Borough Offices (**See Schedule A**). Please check with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the commencement of this activity.

Absentee, Military, Special and Affidavit Ballots

Pursuant to Section 9-209 of the New York State 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, Military, Special and Affidavit ballots. Military ballots, timely sent, can be received up to 13 days after the day of the General Election. This canvass will commence on **Wednesday, November 10, 2021 at 10:00 AM** and will continue until completed, including Saturdays and Sundays, if necessary. The Board of Elections will have teams of bipartisan staff conducting the canvass. You may appoint one watcher for each bipartisan team. This canvass will take place in Manhattan and Brooklyn at the Borough Voting Machine Facility (**See Schedule B**). For the Boroughs of Bronx, Queens and Staten Island, the canvass will take place in the Borough Offices (**See Schedule A**).

Please check with the respective Borough Chief Clerk/Deputy Chief Clerk to confirm the date and time for the commencement of this activity. Be advised, the canvass includes any absentee ballot cures and/or hand recanvass, if necessary.

If you have any questions or require additional information, please contact the Chief Clerk and Deputy Chief Clerk of the Borough responsible for the Voting Machine Facility for the respective Borough. Updates may also be posted on our website at www.vote.nyc.

Thank you for your cooperation,

Board of Elections in the City of New York
Candidate Records Unit

SCHEDULE A

BOROUGH OFFICES

Manhattan

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

Gregory Lehman, Chief Clerk
Cynthia Doty, Deputy Chief Clerk

Bronx

1780 Grand Concourse - 5th Floor
Concourse Level
Bronx, NY 10457
718-299-9017

Brendaliz Candelaria, Deputy Chief Clerk
Steve Alfasi, Deputy Chief Clerk

Brooklyn

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

Raymond Riley, Chief Clerk
Daniel Ortiz, Deputy Chief Clerk

Queens

118-35 Queens Boulevard -11th Floor
Forest Hills, NY 11375
718-730-6730

Amanda M. Berinato, Chief Clerk
Bart J. Haggerty, Deputy Chief Clerk

Staten Island

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

Don Bosco, Chief Clerk
Anthony Andriulli, Deputy Chief Clerk

SCHEDULE B

BOROUGH VOTING MACHINE FACILITIES

Manhattan

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

Bronx

1780 Grand Concourse
Bronx, NY 10457
718-299-9017

Brooklyn

5112 Second Avenue
Brooklyn, NY 11232
718-492-2607

Queens

66-26 Metropolitan Ave
Middle Village, NY 11379
718-821-8409

Staten Island

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