

SCHENECTADY MUNICIPAL HOUSING AUTHORITY

**RULES AND PROCEDURES CONCERNING
2024 TENANT COMMISSIONER ELECTION
TUESDAY, MARCH 26, 2024**

The Code of Federal Regulations requires that the Schenectady Municipal Housing Authority include on its Board of Commissioners not less than one eligible resident member, and all residents directly assisted by a PHA may participate in the election of the Resident Board Members. The terms “directly assisted” applies to public housing tenants and recipients of Section 8 Tenant Based assistance. Therefore, public housing residents and Section 8 Tenant Based participants will elect two Tenant Commissioners to serve a two-year term beginning on or about April 1, 2024, and ending March 31, 2026.

**INDEPENDENT AND IMPARTIAL “BOARD OF ELECTIONS”
LEAGUE OF WOMEN VOTERS OF SCHENECTADY COUNTY**

ELECTION DAY WILL BE

TUESDAY, MARCH 26, 2024

POLLS OPEN FROM 12:00 PM (NOON) UNTIL 7:00 PM

1. Interested candidates must submit petitions with a minimum of fifty (50) signatures of eligible voters in order for that candidate to be placed on the ballot (please see Rule #3 for a definition of “eligible voter”).
- 2.. Petitions may be obtained from the SMHA website: www.smha1.org or from the Executive Secretary from December 27, 2023, through February 26, 2024.

The office of the Executive Secretary is located on the second floor in the administrative office building of the Schenectady Municipal Housing Authority, 375 Broadway, Schenectady, NY 12305, Please call 518-386-7053 or email kgregory@smha1.org to arrange for pick up or mailing of the packet.

3. All residents whose names are listed with the Authority (those people who are officially on the lease), who have resided within an Authority project, and those who have been on the Section 8 tenant based voucher program, for at least ninety (90) days prior to the date set for the election

(Wednesday, December 27, 2023), and are eighteen (18) years of age or older on the date of election, shall be eligible to nominate (sign a petition), vote for, and/or be a Tenant Representative. ELIGIBLE VOTERS MAY SIGN ONLY TWO PETITIONS, BUT CAN'T SIGN A SINGLE CANDIDATE'S PETITION MORE THAN ONCE.

4. An elected tenant representative shall cease to serve as such upon termination of his or her tenancy/Section 8 participation, for any reason.
5. A vacancy in the office of a tenant member of the Board of Commissioners shall be filled as soon as practical by a new election to fill out the term of the vacated office holder. A vacancy occurring within ninety (90) days prior to the election shall be filled by the regular election.
6. The additional income of an elected tenant for service as a member of the Authority, if any, shall not affect his or her eligibility for occupancy or membership at the Authority but shall be considered additional income for rent purposes.
7. In order to be placed on the ballot a nominee must furnish the following documents to the Schenectady Municipal Housing Authority, 375 Broadway, Schenectady, NY 12305, between the dates of December 27, 2023, and February 26, 2024.
 - A. A petition with at least fifty (50) residents eligible to vote, having signed the petition, indicating his or her complete current address;
 - B. A signed statement from the candidate indicating his or her eligibility for the office (according to rule #3), his or her willingness to have his or her names on the ballot and that he/she will serve, if elected, to represent other SMHA residents.
 - C. An affidavit (attached to the petition) signed by each person who secures names on a nominating petition describing the method of obtaining the signatures and that each person signing stated to the person making the affidavit that such person is eighteen (18) years of age or older and a resident of SMHA, or a participant of the Section 8 tenant based voucher program, within the Authority, for at least ninety (90) days prior to the date set for

the election. An eligible voter can sign only two petitions.

AN AFFIDAVIT IS INCLUDED WITH EACH PETITION

8. **The Petitions and Affidavit must be signed and returned to the Schenectady Municipal Housing Authority, 375 Broadway, 2nd floor administrative offices, office of the Executive Secretary, Schenectady, NY 12305, between the dates of December 27, 2023 and February 26, 2024.**

Mailed petitions must be postmarked on or before, February 26, 2024. Petitions postmarked after the deadline will not be valid.

9. Voting shall be by secret ballot, and shall be supervised by an independent group appointed by the Authority. The League of Women Voters of Schenectady County will serve as the independent “Board of Elections.” The Board of Elections shall decide the validity of all petitions and hear and determine any disputes and appeals, and will provide election inspectors at the polling places and shall count all the votes and certify the winner. A simple majority of the Board of Elections (a five-member group of the general membership of the League of Women Voters) shall determine any disputes. The two candidates with the highest number of votes shall be elected as a member of the Authority’s Board for a two-year term.
10. Polling Places shall be as follows:
- Section 8 tenant based voucher program recipients must vote at the Ten Eyck Golub Community Room, 375 Broadway.
 - Ten Eyck, Lincoln Heights and Schonowee Village residents must vote at the Ten Eyck Golub Community Room, 375 Broadway.
 - Steinmetz Homes, MacGathan Townhouses and Maryvale residents must vote in the Lobby of the Steinmetz Homes Family Investment Center on Emmons Street.
11. The Authority shall assign to each polling place a member of the Board of Elections, the League of Woman Voters, to certify the eligibility of each voter.
12. Any person whose name appeared as a candidate may ask for a recount of the votes within five (5) days after the election, and may be granted a recount.

**FOR YOUR CONVENIENCE AND GUIDANCE,
THE FOLLOWING ARE CHRONOLOGICAL DATES:**

90- DAYS BEFORE ELECTION: WEDNESDAY, DECEMBER 27, 2023

1. Petitions and accompanying affidavits will be available to candidates December 27, 2023, and be continuously available during working hours, Monday - Friday from 8:00am to 12:00pm and 1:00pm to 4:00pm, for sixty (60) days, until Monday, January 26, 2024, at SMHA website at www.smha1.org or the office of the Executive Secretary (second floor of the administration building located at the Schenectady Municipal Housing Authority, 375 Broadway
2. Any recipient who is admitted to the Public Housing or the Section 8 tenant based voucher program after December 27, 2023, will not be eligible to vote for, nominate, or be, a tenant representative.

60- DAYS BEFORE ELECTION: FRIDAY, JANUARY 26, 2024

1. Any objection to the eligibility of a person on the list of eligible voters, or an omission of a person, shall be communicated to the Authority in writing by this date.

30- DAYS BEFORE ELECTION: MONDAY, FEBRUARY 26, 2024

1. Final date to submit nominating petitions to the main offices of the Schenectady Municipal Housing Authority, 375 Broadway, Schenectady, NY 12305

10- DAYS BEFORE ELECTION: FRIDAY, MARCH 15, 2024

1. Names of candidates will be placed on the ballot in alphabetical order and will be posted at each polling place.

ELECTION DAY: TUESDAY, MARCH 26, 2024

1. Polls will be open from 12:00 P.M. to the closing time of 7:00 P.M. Public Housing Recipients and the Section 8 tenant based voucher program should vote at the polling place as follows:

- Section 8 recipients must vote at the Ten Eyck Golub Community Room, 375 Broadway, Schenectady, NY 12305.
- Ten Eyck, Lincoln Heights and Schonowee Village residents must vote at the Ten Eyck Golub Community Room, 375 Broadway, Schenectady, NY 12305.
- Steinmetz Homes, MacGathan Townhouse, and Maryvale residents must vote in the Lobby of the Steinmetz Homes Family Investment Center on Emmons Street.

5- DAYS AFTER ELECTION: MONDAY, APRIL 1, 2024

1. Any person whose name appeared as a candidate may ask for a recount of the votes by this date.

ALL COMMUNICATIONS PERTAINING TO THE PROVISIONS OF THE FOREGOING PROCEDURES SHALL BE ADDRESSED TO THE SCHENECTADY MUNICIPAL HOUSING AUTHORITY AT 375 BROADWAY, SCHENECTADY, NEW YORK, 12305, AND REVIEWED BY THE BOARD OF ELECTIONS.

Richard E. Homenick, Executive Director
Schenectady Municipal Housing Authority

MUNICIPAL HOUSING AUTHORITY
OF THE CITY OF SCHENECTADY, NEW YORK

TENANT COMMISSIONER ELECTION 2024 NOMINATING PETITION

I, the undersigned, do hereby state that I am a legal resident of Schenectady Public Housing or a Schenectady Section 8 Tenant Based Program participant for at least ninety (90) days prior to the date set for the election and I am eighteen years of age or older, and a duly qualified voter for the office of Tenant Commissioner, and that my present place of residence is truly stated opposite my signature thereto; and that I do hereby nominate the following person as a candidate for Tenant Commissioner of the Authority to be voted on Tuesday, the 26th day of March, 2024.

Name of Candidate:

Address:

Phone:

	<i>Date</i>	<i>Printed Name</i> LAST NAME FIRST, Name	<i>Signature</i>	<i>Address</i>	<i>PH/S8</i>
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If you need additional space, please use the back of this sheet.

AFFIDAVIT

**STATE OF NEW YORK
COUNTY OF SCHENECTADY**

I, _____, being duly sworn deposes and says that I am
(Printed Name of Candidate or Witness)

eighteen (18) years of age or older, and I am a legal resident of Schenectady Public Housing or a Schenectady Section 8 Tenant Based program participant for at least ninety (90) days prior to the date set for the election*, and I reside at:

(Complete Address of Legal Residence)

and that I know each of the people who signed this petition, all of them either Schenectady Public Housing residents or Schenectady Section 8 Tenant Based participants, and each of them signed the petition in my presence and on so signing declared to me that the foregoing statement was true.

(Signature of Candidate or Witness)

Sworn to me before

this ____ day of _____, 20__

Notary Public

* Any person admitted to the Public Housing or Section 8 Program after December 27, 2023, will not be eligible to vote for, nominate, sign a petition for, or be, a tenant representative.

Signed Statement from Candidate

I, _____ am eligible for office and am willing to have my name on the ballot and if elected will serve to represent the Public Housing and Section 8 Housing Choice Voucher residents of the Municipal Housing Authority of the City of Schenectady.

Signature _____ Date _____

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