

LARCHMONT VILLAGE ELECTIONS

***These instructions are for Village of Larchmont elections on September 15, 2020 ONLY. These instructions ARE NOT FOR THE NOVEMBER GENERAL ELECTION.**

Larchmont Village Elections, originally scheduled for March 18, 2020, were postponed by the Governor due to COVID-19 and have been set for September 15, 2020.

You must be a registered voter who resides in the Incorporated Village of Larchmont to vote in Village Elections.

This year there will be two ballots, as follows:

1. ELECTED OFFICIALS BALLOT – to elect persons to fill the positions of Mayor and 2 Trustees.
- b. REFERENDUM BALLOT – to vote on a referendum to move Larchmont Village Elections from March to November, on the date of the General Election, beginning in 2021.

Ways to Vote:

1. **IN PERSON** – Tuesday, September 15 from 7am to 9pm in the Village Center, behind the Larchmont Library. Masks are required. Social distancing will be maintained. Hand sanitizer, extra masks and gloves will be available.
2. **ABSENTEE BALLOTS** – The Governor has signed legislation that allows concerns about COVID to be used as a reason for voting by absentee ballot. Voters would check the “Due to Illness or Physical Disability” box on the ABSENTEE BALLOT APPLICATION. Only one ABSENTEE BALLOT APPLICATION is needed to receive both the ELECTED OFFICIALS BALLOT and the REFERENDUM BALLOT.

How to Vote by Absentee Ballot for Village Elections*:

NOTE: It is recommended that, due to the short time frame, you make use of all opportunities to avoid using the USPS. All completed ballots must either be turned in *by hand* on or before September 15 OR Postmarked *no later than* September 15.

There are 4 steps in the process of requesting, receiving and submitting your absentee ballots. Please read and follow all steps carefully. Within each step, there are options for voters to choose.

1. REQUEST ABSENTEE BALLOTS: You must request an absentee ballot by completing an ABSENTEE BALLOT APPLICATION. This can be done in the following ways:

- a. Come in to the Village Hall lobby and pick up an ABSENTEE BALLOT APPLICATION.
- b. Print out an ABSENTEE BALLOT APPLICATION from the Village website (<https://villageoflarchmont.org/wp-content/uploads/2020/08/Larchmont-Elections-Absentee-Ballot-Application-1.pdf>).
- c. Call the Village Clerk at 834-6230 and request that an ABSENTEE BALLOT APPLICATION be mailed to your residence.



2. RETURN ABSENTEE BALLOT APPLICATIONS: You must return the completed ABSENTEE BALLOT APPLICATION to the Village Clerk by:

- a. Dropping the ABSENTEE BALLOT APPLICATION off in the Village Hall lobby with the desk attendant.
- b. Scanning and emailing the ABSENTEE BALLOT APPLICATION to villageclerk@villageoflarchmont.org.
- c. Mail the ABSENTEE BALLOT APPLICATION to Village Clerk, 120 Larchmont Avenue, Larchmont, NY 10538.



3. RECEIVE ABSENTEE BALLOTS: Once you have submitted the ABSENTEE BALLOT APPLICATION, you will need to receive your 2 ABSENTEE BALLOTS (there will be two ballots, one for elected officials and one for the referendum). This can be done by:

- a. **PICK UP:** Two business days after *Dropping off or Emailing* your ABSENTEE BALLOT APPLICATION, you may **pick up** your 2 ABSENTEE BALLOTS at the Village Hall lobby desk. You will need to show ID to the desk attendant. This can be done Monday – Friday, 9am – 3:30pm until and including September 14, 2020. Masks are required to enter Village Hall.
- b. **BY MAIL:** If you do not wish to pick up your ABSENTEE BALLOTS at Village Hall, you should call or email the Village Clerk (834-6230, villageclerk@villageoflarchmont.org) and request that they be **mailed**. *Note: All ABSENTEE BALLOT APPLICATIONS that were received by mail will automatically have the ABSENTEE BALLOTS returned by mail. You do not need to contact the Clerk.*



4. SUBMIT ABSENTEE BALLOTS: ABSENTEE BALLOTS (2) must be FULLY completed and inserted into the BALLOT ENVELOPE, which must be sealed and signed by the VOTER. Both ABSENTEE BALLOTS will go in one BALLOT ENVELOPE. ABSENTEE BALLOTS must be turned in by one of the following methods:

- a. Drop off your ABSENTEE BALLOTS in their SEALED AND SIGNED ENVELOPE at the Village Hall lobby desk. The attendant will date stamp the envelope and place them in a secure box. Only leave them with the Village Hall employee who is at the lobby desk!
- b. Bring your ABSENTEE BALLOTS in their SEALED AND SIGNED ENVELOPE to the Village Center on Election Day, Tuesday, September 15, 2020 between 7am and 9pm and hand it to an Election Inspector.
- c. Mail your ABSENTEE BALLOTS in their SEALED AND SIGNED ENVELOPE postmarked no later than September 15, 2020. The Envelope is pre-addressed, but you must provide the first-class stamp.

All ABSENTEE BALLOTS are held in a secure location by the Village Clerk and are turned over to the ELECTION INSPECTORS on election day. ABSENTEE BALLOTS are not opened until after the polls close at 9pm on September 15, 2020. They are then counted by the ELECTION INSPECTORS.

NOTE: ABSENTEE ELECTED OFFICIALS BALLOTS received in March (before the Village elections were postponed) have been held by the Village Clerk and will be counted by the ELECTION INSPECTORS on September 15. All voters who submitted ABSENTEE ELECTED OFFICIALS BALLOTS in March will be receiving ABSENTEE REFERENDUM BALLOTS in the mail soon. Please complete and return them according to the instructions in number 4 above.