

One of the main objectives of the Orleans County Board of Elections is to provide the opportunity for all citizens to register to vote. It is the responsibility of the Board to ensure the integrity of the voter registration process so that each person appears accurately in our poll records and can exercise their right to vote. The other main objective is for the Board to conduct all Federal, State, County and Town elections in an honest, fair manner according to requirements under the NYS election law.

Board Membership and Duties:

- According to Section 3-200 of the New York State Election Law, the Board's operation and procedures are supervised by two Commissioners, each one representing one of the two major political parties in New York State. Section 3-300 of the New York State Election Law requires an equal representation of the two major political parties in the appointment of all Board personnel. The Board selects and appoints office personnel, voting machine technicians and election inspectors.

Assistance Provided to Voters and the General Public:

- Provide registration forms and assistance to persons eligible to vote. Lend assurance that a voter's registration will be processed timely and their name will appear in poll ledgers on election day.
- Issue absentee ballots to overseas voters, military voters, and voters absent from the county on election day.
- For each election, bi-partisan office staff deliver absentee ballots to voters residing in nursing homes and assisted living centers within the county, and are available to assist the voter, upon their request.
- Train election inspectors on the proper procedures to assist voters at the polls on election day. Inspectors are trained to oversee the opening, operation and closing of the voting machine, to verify election results and to complete the proper paperwork as required by NYS election law. Training of election inspectors is required annually.
- Provide assistance and information to candidates seeking to be elected to public office or party positions, including proper forms to run for office, information on federal guidelines concerning candidate eligibility, compliance with NYS campaign finance laws in reporting campaign activity , etc.
- The two Election Commissioners review and determine the validity of party petitions and documents filed with the local Board and then certify candidate(s) who will appear on the ballot for election, as well as certify any proposed propositions to be voted upon by the county or town voters.
- The election day ballots that are voted and scanned by the optiscan voting machines, are programmed by our two voting machine technicians, one representing each of the major political parties. The ballot layouts are proofed by the technicians, as well as staff, prior to sending to the printing vendor. The final ballots are tested when received back from the vendor. The machines are open to inspection by the candidates prior to delivery to the polls.
- Commissioners oversee and participate in the re-canvassing process at the close of each election. This includes the audit of voting machines and the tallying of all absentee and affidavit ballots. Final election results for Federal and State candidates must be certified to the State Board of Elections. Final election results for County candidates must be certified to the Secretary of State.
- Provide assistance and voter information to Village Clerks, School Districts and Fire Districts, for use in their respective elections.
- Complete and submit annually to the State Board of Elections in Albany, NY numerous year-end statistical surveys to report all aspects of the local Board's activity throughout the year.

The Board of Elections Office is open to serve the public Monday through Friday from 9:00 am to 5:00 pm, with the exception of the months of July and August when summer hours are 8:30 am to 4:00 pm. The office is located at The Villages, 14012 State Route 31, Albion, NY.