



TO: Schuyler-Steuben-Chemung-Tioga-Allegany BOCES  
Component School District Clerks

FROM: Kate Taylor, SSCTA BOCES Board Clerk *Kate Taylor*

DATE: January 20, 2023

RE: **NOTIFICATION OF TIMES, DATES, LOCATIONS AND PROCEDURES  
REGARDING THE ANNUAL ELECTION OF SSCTA BOCES' BOARD  
MEMBERS AND THE VOTE ON THE 2023-2024 ADMINISTRATIVE  
BUDGET**

The Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services has designated the following dates as required by law:

- ◆ **March 13, 2023 - Nomination for Board membership** must be received by the close of the business day (4:00 p.m.). Nominations must be in the form of a board resolution and transmitted in writing to my office (a sample nomination form is attached). The terms of Donald Keddell (Elmira), Robert Wheeler (Bath), Pamela Strollo (Horseheads), and Colleen Talada (Waverly) will end on June 30, 2023. **There are four (4) vacant seats to be filled. Three (3) three-year terms extending from July 1, 2023 through June 30, 2026 and one (2) two-year term from July 1, 2023 through June 30, 2025 (formerly held by Mark Lemmon, Waverly; currently held by Colleen Talada, Waverly).**
- ◆ **March 14-28, 2023** - A ballot containing the slate of candidates for BOCES board membership will be mailed to each component school district, along with a notice of date, time, and place of Annual Meeting and copies of tentative 2023-2024 budget summary.
- ◆ **April 5, 2023** - The GST BOCES Board Clerk will send the official election ballot and resolution to adopt the administrative budget to component districts.
- ◆ **April 11, 2023** - The GST BOCES Annual Meeting will be held as follows in Building #7 at the Coopers Education Center: **Reception from 5:15-6:00 p.m., Annual Meeting begins at 6:00 p.m.** All Superintendents and Board Members are invited to attend.
- ◆ **April 19, 2023** - Date designated for each **component district to vote on the BOCES Administrative Budget and elect members to the BOCES Board of Education.**
- ◆ **April 20, 2023** - Component districts to notify BOCES of Administrative Budget vote and Board election results.

**Greater Southern Tier Board of Cooperative Educational Services**

*Serving Schuyler, Steuben, Chemung, Tioga and Allegany Counties*

**Coopers Campus:** 9579 Vocational Drive, Painted Post, NY 14870 • Phone: 607-962-3175 or 607-324-7880

**TO WHOM IT MAY CONCERN:**

This is to certify that the \_\_\_\_\_ School District Board of Education approved the following resolution at its regular meeting on \_\_\_\_\_, 2023.

**RESOLVED:**

Upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, that this Board of Education does and hereby nominates \_\_\_\_\_ to serve on the Board of the Schuyler-Steuben-Chemung-Tioga-Allegany Board of Cooperative Educational Services for a term beginning on July 1, 2023 and concluding on June 30, 2026.

**Motion Carried**

**# of Yes:** \_\_\_\_\_

**# of No:** \_\_\_\_\_

**# of Abstention:** \_\_\_\_\_

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**Board Clerk**

### **Qualifications for Serving as a BOCES Board Member**

A BOCES board candidate must reside within the boundaries of a component school district.

A candidate need not be a member of a component district school board. However, no employee of a component district is eligible to be elected to a BOCES board membership, and a BOCES board member cannot accept employment in a component district. On the other hand, a BOCES employee may serve on a component school board.

### **Process for Adopting the BOCES Administrative Budget**

The BOCES Board President designates a day, between April 16 and April 30, for component districts to vote on the BOCES administrative budget and elect BOCES Board Members. Ten days prior to the BOCES annual meeting, which is held on a date between April 1 and April 15, a tentative administrative budget is provided to the component districts. On the day between April 16 and April 30 previously designated by the BOCES Board President, the component districts hold a public meeting, either a regular or special meeting, to adopt a resolution either to approve or disapprove the BOCES tentative administrative budget. This resolution approving or disapproving the administrative budget must be transmitted to the BOCES no later than one business day following the vote.

### **Process for Electing BOCES Board Members**

BOCES Board Members are elected by their component member boards. By February 1 of each year, the BOCES Board President must set the date of election in each component district. It is the same day designated for the vote on the tentative administrative budget, between April 16 and 30. All component school boards meet on that same date, except for central high school boards, which must hold their meetings the next business day.

The BOCES clerk then must mail an election ballot to each component district at least 14 days prior to the election. On the date designated for the election, each component board is entitled to cast one vote per vacancy, but no more than one vote per candidate. BOCES Board Members are elected by resolution of the component boards on the ballot prepared by the BOCES clerk. Each component district must mail or deliver its completed ballot to the BOCES clerk no later than one business day after the election.

**Name**  
**Address**  
**District**

BOARD OF EDUCATION MEMBER (if applicable)

- BOCES Board, Years
- Home District Board, Years

EDUCATION

- Colleges/Universities – undergraduate and graduate  
Name, Major, Degree, Year Graduated
- High School

EMPLOYMENT

- Name of Employer(s), Position(s), Years worked

COMMUNITY ACTIVITIES

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COMMUNITY AWARDS

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PERSONAL

- Spouse's Name: \_\_\_\_\_
- Children's Name(s): \_\_\_\_\_