
2023 Timeline for Annual Budget Vote & School Board Election

Action Required

February 15

Commissioner of Taxation and Finance shall calculate the tax base growth factor for school districts and notify those with a positive quantity change factor so they can include such information in their calculation of the tax levy limit for the coming school year.

March 1

School districts must submit any information necessary for the calculation of the tax levy limit to the State Comptroller, and the Commissioners of Education and Taxation and Finance.

March 28 – April 1

Districts must publish first of four legal notices of the budget vote and board election, (i.e. 4 times during the 7 weeks (49 days) preceding the date of the election, the first notice being published not later than 45 days before the election). The 45th day before the election falls on Saturday, April 1st. If newspaper(s) of general circulation will publish the first legal notice on Sat. April 1st this complies with the deadline. However, better practice would be to publish on or before Friday March 31, 2023, but not before Tues. March 28th -- the 49th day before the election. Publication on Monday, April 3, 2023 is likely permissible pursuant to Gen. Constr. Law §25-a¹).

April 17

1. School board candidate nominating petitions due in the office of the district clerk by 5:00 p.m. 30 days before election. (Except in small cities) (30th day before election falls on Sunday, April 16th; therefore, Gen. Constr. Law controls and petitions are due on Monday, April 17th).

2. Voter submitted petitions (for propositions other than those required to be included in the notice of annual meeting) must be submitted 30 days before the vote. (30th day before election falls on Sunday, April 16th; therefore, Gen. Constr. Law controls and petitions are due on Monday, April 17th).

April 18

Districts, other than small cities, must determine the names of all candidates duly nominated and the propositions and referenda to be voted for on the ballot three days prior to the distribution of military ballots, which occurs no later than 25 days prior to the vote in districts other than small cities. ²

¹ Pursuant to New York State General Construction Law section 25-a(1), when a legal deadline falls "on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day." ² This means that board of education must finalize their budget 28 days before the vote which is four days earlier than the deadline for reporting property tax report card information.