



**BOARD OF ELECTIONS  
COUNTY OF PUTNAM**  
25 Old Route 6, Carmel, New York 10512  
(845) 808-1300 • Fax (845) 808-1920  
[www.putnamboe.com](http://www.putnamboe.com)

*Commissioners*  
CATHERINE P. CROFT  
KELLY K. PRIMAVERA

**NOTICE TO CANDIDATES AND PARTY CHAIRS  
FOR NOVEMBER 2024 GENERAL ELECTION**

In accordance with New York State Election Law, the Putnam County Board of Elections is providing you with a schedule of events for the November 2024 General Election. You or your representative may attend any or all the below activities. All activities will take place at the Board of Elections Office at 25 Old Route 6, Carmel NY 10512.

**Date(s)/Time(s) of Board Activities:**

1. Public Inspection and Pre-Election Testing of Machines:  
Testing of Voting Machines: **Tuesday, October 8, 2024, at 9:00 AM**  
Sealing of Voting Machines: **Wednesday, October 16, 2024, at 4:30 PM**  
Testing of Absentee, Accessible, Early Vote by Mail, Special, Federal, and Military Ballot counting system: **Thursday, October 17, 2024, at 10:00 AM**
2. Inspection of Sample Ballots: **Friday, September 20, 2024, between 9:00 AM and 5:00 PM**
3. Post-Election Audit of Election Day and In-Person Early Voting:  
Drawing: **Thursday, November 7, 2024, at 9:00 AM**  
Audit: **Thursday, November 7, 2024, at 10:00 AM**
  - a. Scanners Used to Count Absentee/Early Vote by Mail Ballots Prior to Election Day (Audit):  
**Thursday, November 7, 2024, at 10:00 AM**
4. Recanvass: **Thursday, November 7, 2024, at 9:00 AM**
5. Rolling Canvass of Absentee, Accessible, Early Vote by Mail, Special, Federal, and Military Ballots:  
Starts on: **Tuesday, September 24, 2024, at 2:30 PM and continues weekly on Tuesdays and Fridays**  
Ends on: **Tuesday, November 19, 2024, at 2:30 PM**
  - a. Scanning of Canvassed Ballots Prior to Election Day:  
**Friday, October 25, 2024, at 2:30 PM and Monday, November 4, 2024, at 2:30 PM.**
  - b. Scanning of Canvassed Ballots Post Election Day: **Tuesday, November 12, 2024, at 3:30 PM**
6. Review Invalid Absentee, Accessible, Early Vote by Mail, Military, Special, Undeliverable and Defects Not Cured Timely:  
**Tuesday, November 12, 2024, at 3:00 PM**
7. Canvass and Casting of Affidavits: **Tuesday, November 12, 2024, at 3:00 PM**
8. Canvass of Write-In Ballots: **Wednesday, November 20, 2024, at 11:00 AM**
9. Manual Recount: **TBD (if necessary)**

**1. Public Inspection and Pre-Election Testing of Machines:**

*NYS Election Law §7-128(3) & §7-207 & NYCRR §6210.2(d)(e)*

You will have an opportunity to inspect voting machines and ballot marking devices to be used in the upcoming election and view the conduct of the logic and accuracy testing required to be performed on such voting machines and systems and to witness the sealing of the voting machines.

The inspection and pre-election testing of voting machines will commence on **Tuesday, October 8, 2024**, and will take place at **25 Old Route 6, Carmel NY 10512** where the county test decks will be run, and machines may be viewed. Pre-election testing will continue daily, between the hours of **9:00 AM** and **5:00 PM**, until all pre-election testing has been completed.

The pre-election sealing of the voting machines will commence on **Wednesday, October 16, 2024**, and will take place at **25 Old Route 6, Carmel NY 10512** where the machines may be viewed. Sealing will commence at **4:30 PM**.

The pre-election testing of the absentee, accessible, early vote by mail, special, federal, and military ballot counting system will commence on **Thursday, October 17, 2024**, and will take place at **25 Old Route 6, Carmel NY 10512** where the county test decks will be run, and the machine may be viewed. Pre-election testing will continue daily, between the hours of **10:00 AM** and **5:00 PM**, until all pre-election testing has been completed.

**2. Inspection of Sample Ballots:**

*NYS Election Law §7-128(2)*

You will have an opportunity to inspect the ballots to be used in the election.

This inspection will occur on **Friday, September 20, 2024**, between the hours of **9:00 AM** and **5:00 PM** and will take place at **25 Old Route 6, Carmel NY 10512** where the ballots may be viewed.

**3. Post-Election Audit for Election Day and In-Person Early Voting:**

*NYS Election Law §9-211 & NYCRR §6210.18*

The drawing which will randomly select the voting machines that must be audited will take place on **Thursday, November 7, 2024**, at **9:00 AM** and will occur at **25 Old Route 6, Carmel NY 10512** where the county drawing will occur. The audit shall commence on the same day as the random manual selection process.

The post-election audit of randomly selected voting machines will begin on **Thursday, November 7, 2024**, at **10:00 AM**, and will take place at **25 Old Route 6, Carmel NY 10512** where the county audit will occur. This audit will continue daily, with **one (1)** team conducting the audit between the hours of **10:00 AM** and **5:00 PM**, until all selected voting machines have been audited.

**a. Scanners Used to Count Absentee/Early Vote by Mail Ballots Prior to Election Day (Audit):**

*NYS Election Law §9-211(2)*

The scanner will be audited from three percent of Election Districts within three days after any Election Day (Early Canvassed Ballots). This audit will take place on **Thursday, November 7, 2024**, at **10:00 AM** and will occur at **25 Old Route 6, Carmel NY 10512**.

**4. Recanvass:**

*NYS Election Law §9-208*

The recanvass of all voting machines will begin on **Thursday, November 7, 2024**, at **9:00 AM** and will take place at **25 Old Route 6, Carmel NY 10512** where the county recanvass will occur. This recanvass of these ballots will continue daily, with **three (3)** teams conducting the recanvass, between the hours of **9:00 AM** and **5:00 PM**, until all voting machines have been recanvassed.

**5. Rolling Canvass of Absentee, Accessible, Early Vote by Mail, Special, Federal and Military Ballots**

*NYS Election Law §9-209(1)(2)*

The rolling canvass of absentee, accessible, early vote by mail, special, federal, and military ballots will begin within 4 days of receipt. The canvass starting date is **Tuesday, September 24, 2024, at 2:30 PM** and will take place at **25 Old Route 6, Carmel NY 10512**. The canvass of these ballots will continue **weekly on Tuesday and Fridays**. There will be **one (1)** team conducting the canvass between the hours of **2:30 PM** and **5:00 PM**, until all ballots have been canvassed.

On or after Election Day, the canvass will be conducted within one day of receipt. The canvass shall end no later than **Tuesday, November 19, 2024, at 2:30 PM** and will take place at **25 Old Route 6, Carmel NY 10512**.

**a. Scanning of Canvassed Ballots Prior to Election Day:**

*NYS Election Law §9-209(6)(b)(c)*

Ballots canvassed during this time will be scanned on **Friday, October 25, 2024, at 2:30 PM**. Ballot types as described above received after this date will continue to be canvassed **weekly on Tuesdays and Fridays**, and those ballots will be scanned after the close of polls on the last day of early voting will be scanned on **Monday, November 4, 2024, at 2:30 PM**.

**b. Scanning of Canvassed Ballots Post Election Day:**

*NYS Election Law §9-209(6)(b)(iii)*

The scanning of ballots canvassed after Election Day will continue **Tuesday, November 12, 2024, at 3:30 PM** and will take place at **25 Old Route 6, Carmel NY 10512**.

**6. Review Invalid Absentee, Accessible, Early Vote by Mail, Military, Special, Undeliverable and Defects Not Cured Timely:**

*NYS Election Law §9-209(8)(a)*

Within four business days after Election Day, the county will review the Absentee, Early Mail, Military and Special Ballots found to be invalid, undeliverable, or containing defects that have not been timely cured. This review will take place on **Tuesday, November 12, 2024, at 3:00 PM** and will occur at **25 Old Route 6, Carmel NY 10512**.

**7. Canvass and Casting of Affidavits:**

*NYS Election Law §9-209(7)(a)*

The county will canvass the Affidavits four business days after Election Day. This canvass will take place on **Tuesday, November 12, 2024, at 3:00 PM** and will occur at **25 Old Route 6, Carmel NY 10512**.

**8. Canvass of Write-In Ballots:**

The canvass of write-in ballots will take place on **Wednesday, November 20, 2024, at 11:00 AM** and will occur at **25 Old Route 6, Carmel NY 10512**.

**9. Manual Recount:**

*NYS Election Law § 9-208(4)*

Following the completion and announcement of the results of the recanvass of all ballots, the Board of Elections will conduct a full manual recount of all ballots for a particular contest if the margin of victory is twenty votes or less or 0.5% or less. You will receive notice by mail of the date, time and processes for the manual recount should the office you are running for fall into this category.

Please feel free to call our office at (845) 808-1300 if you should have any questions.

Regards,



Catherine P. Croft  
Commissioner



Kelly K. Primavera  
Commissioner