



# Cazenovia Central School District

31 Emory Ave, Cazenovia NY 13035

District Office: (315) 655-1317

## 2025 MEMORANDUM OF INFORMATION: BOARD OF EDUCATION

### 1) Procedure for Filing a Petition:

On Tuesday, May 20, 2025 qualified voters of the Cazenovia Central School District will not only be voting on the annual school budget, but also voting to elect two (2) candidates to the Board of Education.

Candidates interested in running for the Board of Education may contact the District Clerk, Emily Ayres via email [eyayres@caz.cnyric.org](mailto:eyayres@caz.cnyric.org) or phone 315-655-1317 or visit the District Office in the Middle School to acquire an official petition. Petitions must be received by the District Clerk no later than 5:00 pm on Monday, April 21, 2025.

Candidates for the Board of Education:

1. Must be a qualified voter of the Cazenovia Central School District
2. Must be a citizen of the United States and at least 18 years of age
3. Must be and have been a resident of the Cazenovia Central School District for at least one (1) year prior to May 20, 2025
4. May not be a current employee of Cazenovia Central School District
5. May not reside in the same household with a family member who is also a member of the Cazenovia Central School District Board of Education

### 2) Procedure for Election Expenditure Filing Requirement

State law requires all candidates for election to a board of education to file a sworn statement with the district clerk disclosing both their campaign expenses and contributions received. Statements must be filed at three (3) different times during the election period\* (see below). If contributions received or expenditures made by the candidate (or by the candidate plus others on the candidate's behalf) exceed \$500, a sworn statement of itemization must also be filed with the commissioner of education. Expenditures of not more than \$25 may be made without the candidate's permission if the donor(s) file a sworn statement with the district clerk and the commissioner of education stating that the candidate did not approve the expenditure.

The expenditure and contribution statement prepared for the Commissioner of Education should be mailed to:

Commissioner of Education  
c/o Educational Management Services  
89 Washington Avenue, 1075 EBA  
Albany, NY 12234

\*Sworn (notarized) statements must be filed with the District Clerk three times: 30 days before the election (April 21, 2025), five days before the election (May 15, 2025), and 20 days after the election (June 9, 2025).

### 3) The order by which the qualified candidates' names appear on the ballot will be selected by lottery.