**NOTICE OF SPRING ELECTION**

**(insert name of town)**

**(insert date of spring election)**

**Election Details**

There will be an election to be held in the Town of (insert name of town), on Tuesday, April (enter date of 1st Tuesday), (enter year). The following offices are to be elected to succeed the present incumbents listed:

Office Incumbent

Town Board Chairperson Incumbent Name

Town Board Supervisor, seat # if applicable Incumbent Name

Town Board Supervisor, seat # if applicable Incumbent Name

Town Clerk Incumbent Name

Town Treasurer Incumbent Name

Town Assessor Incumbent Name

Municipal Judge Incumbent Name

Constable Incumbent Name

**Office Terms**

All terms are for two years beginning on Tuesday, April (enter date of 3rd Tuesday in April), (enter year), except for Town Assessor, whose term will begin on June 1, (enter year).

**Caucus for Candidates**

Between December 1st, (enter year) and January 1st, (enter year), a date for the town caucus will be scheduled to nominate candidates to appear on the spring election ballot for the above listed offices. The caucus will be held between January 2nd and January 21st. Notice of the scheduled date of the caucus will be given at least five (5) days before the caucus.

**Additional Information**

Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID you may obtain a free ID for voting from the Division of Motor Vehicles.

Done in the Town of (insert name of town),

on (insert date of publication).

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(Signature of Town Clerk)

(**Note:** The Type A Notice is published by the municipal clerk on the 4th Tuesday of November preceding the spring election, when municipal or school district candidates are to be elected §10.06(3)(a); at least 40 days preceding a special municipal primary and election\* §10.06(3)(f).)

\*If needed for a special election, modify the sample notice to indicate “Special Election” and reflect applicable dates.