

**Onondaga County Board of Elections**

**Meeting Agenda**

February 6, 2026

10:00 AM

Type of Meeting: Decision Making

Commissioners: Dustin Czarny and Kevin Ryan

Invitees: Nicole Walsh, Dez LaFave, Michelle Edinger, Sydney Szczesniak, Vanessa Jerrett

I. Call to Order: Dustin Czarny at 10:01am

Roll Call: Dustin Czarny, Kevin Ryan, Nicole Walsh, Dez LaFave, Michelle Edinger, Sydney Szczesniak, Vanessa Jerrett

II. Approval of Agenda: 2 YES / 0 NO

III. New Business:

1. Election of President (Kevin Ryan) Secretary (Dustin Czarny): 2 YES / 0 NO

2. Appointment of Deputy Commissioners:

Dustin Czarny appoints Desiree LaFave

Kevin Ryan appoints Nicole Walsh

3. Setting the Official Meeting Schedule for 2026: Last Thursday of each month at 2:30pm

4. Approval of Various Office Policies:

a. Affidavit Spreadsheet: 2 YES / 0 NO

b. Animal Policy: 2 YES / 0 NO

c. Counting Write Ins: 2 YES / 0 NO

d. Dress Code: 2 YES / 0 NO

e. Hand Count Guidelines: Tabled for February Meeting

f. Objections and Specifications: Tabled for February Meeting

g. Obtaining Scans of Petitions: 2 YES / 0 NO

h. Petition Process Agreement: 2 YES / 0 NO

i. Policy on Allowing Staff to be Candidates on the Ballot: 2 YES / 0 NO

j. Policy on Eligibility for Access to Candidate Portal Draft: 2 YES / 0 NO

5. Adjournment: Kevin Ryan at 10:22am, Dustin Czarny second

# ONONDAGA COUNTY BOARD OF ELECTIONS

DUSTIN M CZARNY and KEVIN P RYAN

Friday, February 6, 2026

## Affidavit Spreadsheet

1. The Board of Elections will document every affidavit, accepted or rejected, on the excel spreadsheet created.
2. If any candidate wishes to see the names and parties of said affidavit voters, they will receive the spreadsheet in its entirety, and the candidate can filter those voters pertaining to their district.



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Dustin M Czarny  
Commissioner (D)  
Onondaga County Board of Elections



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Kevin P Ryan  
Commissioner (R)  
Onondaga County Board of Elections



COUNTY OF ONONDAGA

*Office of the Board of Elections*

1000 ERIE BLVD WEST

SYRACUSE, NY 13204

DUSTIN M. CZARNY  
COMMISSIONER

PHONE: 315-435-8683 • FAX: 315-435-8451  
ONGOV.NET/ELECTIONS

KEVIN P. RYAN  
COMMISSIONER

February 6, 2026

No animals will be allowed inside any Board of Election buildings or polling places with the exception of certified service animals unless they receive prior approval by both commissioners.

This animal policy is agreed upon by the Commissioners of the Onondaga County Board of Elections and effective beginning February 6, 2026.

A handwritten signature in blue ink, appearing to read "D. Czarny", written over a horizontal line.

Dustin M. Czarny  
Democratic Commissioner of Elections

A handwritten signature in blue ink, appearing to read "K. Ryan", written over a horizontal line.

Kevin P. Ryan  
Republican Commissioner of Elections



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KEVIN P. RYAN  
COMMISSIONER

Commissioner Agreement on Counting Write-Ins

February 6, 2026

- 1.) Fictional names will be counted as invalid write ins.
- 2.) Races where there is not a residency requirement on the ballot all full names will be published. Names that are just last names or initials will be counted as invalid.
- 3.) In races where there is a residency requirement, the staff will look up each individual name to determine if there is a voter that lives in the district. Names that have nicknames or shortened names (ex. Liz for Elizabeth) will be counted if there is a reasonable belief that a voter with that name in the political subdivision exists. Otherwise, the name will go to invalid. Names that are just last names or initials will be counted as invalid.

Dustin M. Czarny  
Democratic Commissioner of Elections

Kevin P. Ryan  
Republican Commissioner of Elections



# ONONDAGA COUNTY BOARD OF ELECTIONS – DRESS CODE POLICY

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## POLICY BRIEF & PURPOSE

Our **dress code policy** outlines how we expect our employees to dress at work. Employees should note that their appearance matters when representing our board in front of voters, elected officials, visitors or other parties. Our appearance can create a positive or negative impression that reflects our board. This dress code applies to all employees.

## **MONDAY thru THURSDAY: BUSINESS CASUAL**

Examples of business casual attire: Blazers, Blouses, Capris, Cardigans, Casual Pants, Chinos, Collared Shirts, Dress Shoes, Dress Sandals, Dresses, Dress Slacks, Khakis, Long-sleeve button down cotton shirts, Polo Shirts, Skirts, Sweaters, Trousers, Leggings only with mid-thigh length skirt/dress

## **FRIDAY: CASUAL (JEANS/SHORTS/SNEAKERS ARE ALLOWED) (MAINTAIN A CLEAN AND PROFESSIONAL APPEARANCE)**

**WHEN WORKING IN THE WAREHOUSE, EMPLOYEES MAY DRESS CASUAL. CLOSED TOE SHOES ARE REQUIRED.**

**\*EXCEPTIONS MAY BE MADE ON ANY DAY DEPENDING ON DIFFERENT CIRCUMSTANCES. YOU WILL BE NOTIFIED PRIOR TO THE DAY OF EXCEPTION.**

## POLICY

### **ALL EMPLOYEES MUST:**

- Be clean and well groomed
- Wear clothing that is work appropriate and projects professionalism
- Wear clothing that is clean and in good shape.

### **UNACCEPTABLE DRESS ATTIRE:**

- Clothing with discernible stains, rips, tears or holes
- Clothing that is revealing, provocative, or inappropriate (ex- crop tops, short shorts)
- Clothing that is typical in workouts or outdoor activities including: Athletic/athleisure wear, sweatshirts, sweatpants, graphic tee shirts and logo heavy attire, tank tops, rubber flip flops, sneakers (Mon-Thurs), jeans (Mon-Thurs), pajamas, lounge wear, open toed shoes (warehouse)

## **DISCIPLINARY CONSEQUENCES**

Commissioners and Directors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn in the office, the respective commissioner/director will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
2. If an obvious policy violation occurs, the commissioner/director will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately at the cost of their own time.
3. Repeated policy violations will result in disciplinary action, up to and including termination.

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This dress code is agreed upon by the Commissioners of the Onondaga County Board of Elections and effective beginning February 6, 2026



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Dustin M. Czarny

Democratic Commissioner of Elections



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Kevin P. Ryan

Republican Commissioner of Elections

ONONDAGA COUNTY BOARD OF ELECTIONS

DUSTIN M CZARNY and KEVIN P RYAN

Friday, February 6, 2026

Obtaining Scans of Petitions

1. During the objection period for any candidate petitions copies of the scans of petitions can be requested via email to either commissioner, deputy, or assistant.
2. Outside of the objection period, past candidate petitions must be obtained through the County FOIL process.
3. A list must be kept of anyone who has requested and received copies of petitions.



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Dustin M Czarny  
Commissioner (D)  
Onondaga County Board of Elections



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Kevin P Ryan  
Commissioner (R)  
Onondaga County Board of Elections



# Petition Process Agreement

When someone comes into the office to file a petition, ask which party they are filing for, and then get the appropriate Commissioner. ONLY COMMISSIONERS take in petitions unless a Deputy or other employee is specifically authorized in case of a Commissioner's absence or not being available. Commissioners have the ability to reassign duties on their staffing side and should notice the other commissioner when doing so.

Democratic & Working Families: Dustin Czarny  
Republican & Conservative: Kevin Ryan

*Each candidate is required to complete a Candidate Survey. Please get the appropriate secretary to receive and/or review.*

Petitions are then immediately timestamped by the Commissioner or a staff member (timestamp the front of the cover sheet, the first petition sheet, the last petition sheet, and a few sheets within) and then photocopy the cover with the timestamp visible and give the copy as well as a copy of the Onondaga County's procedure/agreement for Objections and Specifications to the filer.

Each of the following steps need to be completed in this order and initialed off on the back of the petition.

## **1<sup>st</sup> Step: To be logged into Packets**

This step will primarily be done by Election Clerk Is. Follow the Packets procedure for entering the petitions into PACKETS. The report will be downloaded and published to our website nightly. **In pencil** write the candidate's ID #, their registered party in parenthesis (DEM/REP) and any discrepancies found (petition says address is 100 S Main St, but NTS shows 105 S Main St).

## **2<sup>nd</sup> Step: Candidate look up, page numbering and signature count**

This step will primarily be done by the Election Assistant IIs. Verify the candidate information written down and entered by the previous team.

Confirm the petition page numbers are sequential and correct. Initial off this has been completed. Using the signatures required sheet, record this number on the label on the back.

Add up each number stated on the witness statement of each page of the volume(s) and record this number on the label on the back.

## **3<sup>rd</sup> Step: To Be Scanned**

This will primarily be done by Election Clerk IIs. Carefully unbind the petition to scan into the Toshiba. Place the PDF on the G Drive, (EL, Data, MSO Data, 2026 Petitions, and select the appropriate file folder for type of document and party). Name the PDF using the assigned abbreviations by Jurisdiction, Office Name, and Candidate's last name or slate, and party (Example: CAM\_Town Supervisor\_Smith\_REP). **\*Important when putting the petition back together, make sure it's in the right order!** Initial on the sticker on the back of the petition that this has been completed.

***Steps 1 through 3 will take place immediately after accepting a petition. Onondaga County Board of Elections staff will remain until step 3 for each petition turned in each day is finished.***



#### **4<sup>th</sup> Step: First Proof**

This step will primarily be completed by the Voting Machine Custodians. Review and proof entry into NTS, confirm all penciled information is correct.

#### **5<sup>th</sup> Step: To Be Entered into Candidates List**

*This step will primarily be done by the Commissioner's Secretaries. If the petition is Democratic or Working Families, it goes to the Democratic Secretary before the Republican, if it's Republican or Conservative, it goes to Republican Secretary before the Democratic. The secretaries will proof each others' entry to the Candidates List on OneDrive prior to providing to the Commissioners in the next step. We continuously update our General Election candidates list throughout the process. At the end of the petition/caucus process, the candidate's list is proofed one last time with each physical petition/certificate of nomination.*

#### **6<sup>th</sup> Step: Reviewed by the Commissioners**

If the petition is Democratic or Working Families, it goes to the Democratic Commissioner before the Republican Commissioner, if it's Republican or Conservative, it goes to Republican Commissioner before the Democratic Commissioner. We do this so their administrative assistant can prepare the letter for acceptance/declination, etc. After that Commissioner reviews it, it moves on to the other Commissioner and is initialed off.

#### **6<sup>th</sup> Step: To Be Proofed by Deputies**

Deputies will make sure data entry is correct, makes sure the petition has made it through the steps so far, and initialed off, etc.

#### **8<sup>th</sup> Step: To be Filed**

Once all steps are completed, the petition is filed inside the ballot room in its appropriate bin/folder.

Acceptances, Declinations, Certificates of Nominations, Authorizations, Disqualifications, Certificates of Substitution, Objections, Specifications, Independent Nominating Petitions and Opportunity to Ballot Petitions all go through this same process.



Dustin M. Czarny

Commissioner (D)

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Kevin P. Ryan

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February 6, 2026

Policy on allowing staff to be candidates on the ballot

- 1.) Per NYS Election law employees of a Board of Elections must go on leave of absence to run for public office unless specifically allowed by both Commissioners of Election at said county board by a majority vote.
- 2.) Any employees wishing to stand for office must give notice to the County Commissioner of their party as soon as practicable.
- 3.) If both Commissioners agree the employee can be a candidate, they will prohibit that employee from any registration, vote by mail, or election equipment work that takes place within the political subdivision of the race they are running for.
- 4.) The Commissioners may set forth other limitations on the work of the employee at the time of the vote.
- 5.) Limitations will be given in writing to the employee, and they must sign they accept said limitations.
- 6.) Failure to comply with limitations placed on work may result in disciplinary action and/or placing them on immediate leave or requiring them to withdraw from any campaign for office.

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Policy on eligibility for access to Candidate Portal

- 1.) The Candidate Portal will be a password protected access point for campaigns and media to get various forms of election data.
- 2.) The data that will be on the portal will be:
  - a. Full County voter file updated daily starting February 1<sup>st</sup> of every calendar year and running until General Election Certification
  - b. Processed voter file from electronic poll books updated daily after every Early Voting Day and at 10am, 2pm and 6pm on every Election Day.
  - c. Absentee voter file updated daily 60 days before the Primary and General election and until election certification.
  - d. Summary spreadsheets for Early Voting Breakdowns (for ev period only) and Voting Breakdowns (daily from the first day to send out UOCAVA voters until certification)
  - e. Ballot Cure report daily from the first day of sending UOCAVA ballots until certification.
- 3.) Any recognized party any announced candidate on the ballot can have access. Access shall be terminated upon the suspension, termination or end of the campaign. (this would apply to primary losers or those that don't make the ballot)
- 4.) Appointees from the Democratic commissioner will handle Democratic and WFP candidates, appointees from the GOP Commissioner will handle access for Republican and Conservative candidates. Independent candidates who are on the ballot can request access from either appointee.
- 5.) Recognized media such as Syracuse.com, Central Current, any radio or television station operating within Onondaga County can get access through either appointee. Other media shall be granted access upon the agreement of the commissioners
- 6.) Access for any other person such as a write-in candidate or non-recognized person must get approval of both commissioners.



- 7.) All those wishing access must sign our access form before being issued a password and username
- 8.) Passwords and usernames will be issued per campaign, organization, or party and it is up to the organization to determine who has access to it.
- 9.) Usernames and passwords will be deleted annually following the certification of the general election.



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