



The State University
of New York

Voter Registration Compliance

SUNY Voter Registration Guidelines

1. In response to the Board of Trustees Voter Registration policy and Section 5-211 of the New York State Education Law, each campus of the State University of New York must establish a voter registration program to inform students and employees of voter registration procedures and provide each student with a registration form at the beginning of each school year as well as in either January or February of presidential election years. All students and employees, including those with all types of disabilities must receive this information.
2. Each campus of State University is required to review existing campus voter registration efforts to assure that effective non-partisan programs are available to members of the campus community consistent with state law and the University's mission and that all activities relating to voter registration are made accessible to individuals with disabilities.
3. The president of each state-operated campus shall designate a voter registration coordinator to monitor the implementation and effectiveness of campus voter registration programs and activities.
4. Voter registration programs should include strategies to provide voter registration and educational materials to each student and employee using such opportunities as class registration, issuance of employee paychecks, new student orientation, residence hall room/ key assignments, residence hall floor meeting and off-campus organization meetings. Campus newsletters and web pages are also an excellent source of informing students of availability of forms. All voter registration materials must also be available in alternate formats such as Braille, taped texts, computer disks; and these materials should be available in the office or offices that serves students with disabilities.
5. All members of the University community are encouraged to take part in educational programs and activities designed to increase participation in the electoral process.
6. Each campus will receive voter registration mail forms and promotional materials from the State Board of Elections or through local Boards of Elections.
7. In the likely event that questions arise about the locus of residence, the determination of the county of residence is to be made solely by the appropriate Board of Elections. This is not a matter within the jurisdiction of the University. Individuals completing the registration forms are to make the original determination themselves by completing the appropriate section of the form; the receiving board will verify and act on this information. Employees involved with the campus-

conducted voter registration program are to instruct registrants who raise questions regarding the county determination of residence to contact the appropriate Board of Elections directly.

8. Third-party voter registration programs such as those conducted by the Student Assembly, the League of Women Voters, and others may be hosted on campus as the president or designee determines. Such programs do not substitute for nor replace in any way the campus-conducted program. Volunteers for these programs may assist in the campus programs and third-party efforts should be acknowledged as part of the total campus efforts.

Campus Coordinator Tasks

- Print the political calendar at <http://www.elections.ny.gov/PoliticalCalendar.html>
- Order voter registration forms (July 15)
- Supplies will be ordered as needed from the Board of Elections at 518-473-8315 or 518-474-1953 (July 15)
- See SUNY website for information on training for DSS coordinators on NVRA duties, requirements <http://system.suny.edu/university-life/voter-registration/>
- Send message to all students through the portal to link to voter registration materials and information (First Day of Classes)
- Distribute voter registration forms to all resident students and provide forms in other offices (for example: University Police/Security, Disability Services, Student Activities, Veteran/Military Affairs Office, Transfer Student Office/Services, and President's Office) for commuter students the first week each fall semester.
- Update the College website links to the State Board of Elections. Information about voter registration, polling places, and relevant forms. For example you may refer to <http://www.elections.ny.gov/> for Q&A and forms as well as calendar, district maps, etc.
- Work with the Student Association/Student Government to run a voter registration campaign (spring and fall). See SUNY SA 'Rock the Boat' campaign aimed at increasing student voter registration <http://sunysa.org/vote/>
- Include some form of advertising in orientation program, RA/RHD training at fall and midyear

Disabled Student Services Office Site Coordinator Tasks

- Forms will be distributed and collected at the DSS Office as part of the regular intake and change process
- Data will be submitted by the Voter Registration Act Coordinator to the NYS Board of Elections. Copies will be kept on file in the Director of DSS Office. The Campus Coordinator will be sent an annual update of NVRA Statistics to file electronically

*This page was adapted from SUNY Oneonta voter information pages

Best Practices & Activities for Campuses to Enhance Voter Registration

- Voter registration forms are mailed directly to all students;
- Voter registration forms are included in general campus mailings such as registration materials or billing statements;
- Voter registration forms are placed in the campus mail boxes of all resident students;
- Registration forms are distributed with parking permits;
- Forms are distributed to students during class registration;
- Registration forms are incorporated in class listing materials;
- Registration forms are included when students purchase books;
- Registration forms links emailed to students;
- Registration forms links posted on campus social media sites;
- Newspaper;
- Flyers posted on campus;
- Email messages sent to all students;
- Updates on social media sites;
- Phone (voice mail) messages sent to all campus residents;
- Information and registration tables staffed at student unions or other high traffic places on campus;
- Residence hall meetings regarding voter registration and responsibility;
- Classroom discussions regarding the registration and electoral process.
- Information provided to students with disabilities at the time of their contact with the Office of Disability Services.
- The information should be in a format most readily useable (e.g., MS Word, HTML) by the individual student. Please note that image-based PDFs and fancy fonts cannot be easily read or accessed by individuals who use screenreaders or magnifiers to access information.