

## **GUIDELINES FOR PUBLISHING VOTERS GUIDES**

### **League Guidelines**

Because it is essential that all candidates be treated alike, the Board of Directors of LWVNY has issued the following guidelines for use by local Leagues when publishing Voters Guides:

- The local Board of Elections is the most reliable source of information on local ballot proposals and candidates. Local Leagues should secure preliminary information from the Board of Elections, follow local newspapers, and check with political parties.
- All candidates appearing on the ballot must be included in a Voters Guide. If, after several attempts to secure this information, it is not forthcoming, the League will include the candidate's name, party, and the office the candidate is seeking.
- Depending upon the situation, the local League will print a sample disclaimer for candidates who do not respond; i.e., "This candidate did not respond to the League's inquiry." or "This candidate chose not to respond."
- If sample ballots are to be used in a Voters Guide, the ballot must match the ballot face that will appear on the voting machine on Election Day. Your Board of Elections may be of assistance in providing an acceptable sample ballot if the actual ballot is not available by the Voters Guide deadline (and it almost never is).
- Following these guidelines helps to assure the public of the League's nonpartisanship and helps to reinforce the League's sense of fairness and its credibility in the local community.