

SCHOOL SECRETARIES CHAPTER
CHAPTER ELECTION 2021
NOTICE OF ELECTION

POSITIONS TO BE FILLED:

*CHAPTER LEADER
FIRST VICE CHAIR
MEMBERS*

*SECOND VICE CHAIR
RECORDING SECRETARY*

*CORRESPONDING SECRETARY
TEN (10) EXECUTIVE COMMITTEE*

DELEGATE ASSEMBLY DELEGATES

TERM OF OFFICE FOR ALL POSITIONS: Three (3) years beginning July 1, 2021.

NOMINATING PROCEDURES:

Chapter Leader, Officers and Executive Committee Members: Petitions with a minimum of twenty (20) signatures from UFT School Secretaries (Regular School Secretaries, Substitute School Secretaries, Secretary Assistants, and Substitute Secretary Interns) must be submitted by **5 PM on Monday, April 19, 2021.**

Delegates to Delegate Assembly: Members may run for Chapter Leader, Officer or Executive Committee and delegate positions. Those choosing to run for delegate positions in addition to another position must submit a Delegate Assembly Nominating Form along with the petition by **5 PM on Monday, April 19, 2021.**

Membership Requirements: Candidates for Chapter Leader, First Vice Chair and Second Vice Chair must be members of the chapter for two (2) years preceding the final date of nominations: **April 19, 2021.** For all other officers, executive committee members and DA delegates, candidates must be chapter members for one (1) year preceding the final date for nomination, **April 19, 2021.**

Profiles: Candidates for chapter leader may submit a typewritten statement on behalf of their candidacies limited to one side of an 8 ½ x 11 sheet, to be included with the ballot. Officers and Executive Committee members may submit statements not exceeding 100 words to be included with the ballot.

Deadlines: Completed petitions, nominating forms and statements must be **received by 5 PM** on **Monday, April 19, 2021** at UFT c/o Yasmin Colon, 52 Broadway, New York, NY 10004.

Petitions and nominating forms will be available at the following UFT locations by March 9, 2021.

Manhattan, 52 Broadway, 10th Fl, New York NY 10004
Bronx, 2500 Halsey Street, Bronx, NY 10461
Brooklyn, 335 Adams Street 25th Fl, Brooklyn NY 11201
Queens, 118-35 Queens Blvd, 7th Fl, Forest Hills, NY 11374
Staten Island, 4456 Amboy Road, Staten Island, NY 10312