



United Federation of Teachers  
A Union of Professionals

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**THIS NOTICE SHOULD BE POSTED FOR ALL PARAPROFESSIONALS IN YOUR SCHOOL**

**IMMEDIATELY**

**UFT PARAPROFESSIONAL CHAPTER ELECTION PROCEDURES 2021**

**POSITIONS TO BE FILLED- TERM OF OFFICE- 3 Years, beginning July 1, 2021**

- A. **OFFICERS-** Chapter Leader, 1<sup>st</sup> Vice Chairperson, 2<sup>nd</sup> Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.
- B. **EXECUTIVE BOARD-AT-LARGE-** 15 Members
- C. **BOROUGH COORDINATORS-** 5 (Man., Brooklyn, Bronx, Queens, Staten Island)
- D. **DISTRICT COORDINATORS-**32
- E. **PARAPROFESSIONAL REPRESENTATIVE-** All Schools/Sites

**OFFICERS AND EXECUTIVE BOARD-AT-LARGE**

- 1. Membership requirement for officers-2 years, prior to final date for nominations, April 14, 2021.
- 2. Membership requirement for executive board member-60 days prior to final date for nominations, April 14, 2021.
- 3. Nominating petitions containing at least 50 UFT Paraprofessional signatures must be received by the Paraprofessional Election Committee, UFT, 52 Broadway 15<sup>th</sup> Fl, New York NY 10004, by **5 P.M. Wednesday, April 14, 2021.**
- 4. A candidate for an officer or executive board-at-large position may submit a statement of no more than 75 words to be included with the ballot. The deadline for the receipt of statements at UFT, 52 Broadway, 15<sup>th</sup> fl. is **5 P.M. Wednesday, April 14, 2021.**

**BOROUGH COORDINATORS**

- 1. Membership requirement- membership on the Paraprofessional Executive Board for 2 years.
- 2. a) Candidates may nominate themselves.  
b) The nominating form must be signed by at least two Paraprofessional District Coordinators from the same borough, except Staten Island, where only one District Coordinator's signature is required.  
c) The nominating forms must be received at the respective borough office by **5 P.M. Monday, April 5, 2021.**
- 3. a) The election shall be held under the supervision of the UFT Election Coordinator on **Friday, April 9, 2021.** Where possible, an officer of the Paraprofessional Chapter shall be present.  
b) Each incumbent District Coordinator present shall have one vote. The incumbent Borough Coordinator shall have one vote.  
c) The candidate with the highest vote total shall be declared elected.
- 4. Borough Coordinators are members of the Executive Board.

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### **DISTRICT COORDINATORS**

1. Membership Requirements- Any of the following qualifications:
  - a) Present or past Paraprofessional Representative for at least one year.
  - b) Present or past Executive Board Member for at least one year.
  - c) A District Coordinator must be a Paraprofessional working in a school within the geographic boundary of the school district.
2.
  - a) Candidates may nominate themselves.
  - b) Nominating forms must have the signatures of at least two Paraprofessional Representatives from the same district.
  - c) Nominating forms must be received at the UFT Borough Office by **5 P.M. Monday, April 5, 2021.**
3.
  - a) The election shall be held under the supervision of the UFT Election Coordinator on **Friday, April 9, 2021.**
  - b) The incumbent Paraprofessional Representative will have one vote for each 15 Paraprofessional members or major fraction thereof.
  - c) The candidate with the highest vote total shall be declared elected.
4. District Coordinators are members of the Executive Board.

**NOTE: No member may serve in more than one Executive Board position.**

### **PARAPROFESSIONAL REPRESENTATIVES**

1. Membership requirement- UFT member for at least 60 days prior to **April 14, 2021.**
2. A Paraprofessional Representative shall be elected for the main building and for each site and/or annex.
3. Only Paraprofessionals may nominate, run and vote for Paraprofessional Representative.
4. The election at each site/annex shall be held under the supervision of the Chapter Leader in accordance with the rules governing chapter elections.
5. The candidate receiving the highest vote total shall be declared elected.

### **DELEGATE TO THE DELEGATE ASSEMBLY**

All elected Officers, At-Large Executive Board Members, Borough Coordinators and District Coordinators will be delegates. Additional delegates may be nominated. Candidates may nominate themselves. A nominating form signed by a UFT Paraprofessional must be received at UFT, 52 Broadway, 15<sup>th</sup> fl. by **5 P.M. Wednesday, April 14, 2021.**

### **VOTING PROCEDURES**

1. Ballots for the Officers, At-Large Executive Board Members, and Delegate Assembly Delegates will be mailed on or about May 7, 2021.
2. Deadline for the receipt of ballots at AAA, 120 Broadway, New York, NY 10271 is **8 am Tuesday, June 15, 2021.**
3. Ballots will be counted at UFT, 50 Broadway on **Tuesday, June 15, 2021.**
4. If the number of candidates does not exceed the requirement for the position, the candidates shall be declared elected.

**NOTE: Nominating forms and petitions may be obtained at the Borough Offices beginning Tuesday, March 9, 2021.**