



## NOTICE OF 2022 NOMINATIONS AND ELECTION OF HPAE LOCAL 5131 OFFICERS

The Nominations/Election Committee announces that there are five Local 5131 officer positions that are up for election this year. Nominations for these positions are currently being accepted by the nomination committee.

**POSITIONS:** President  
Two Vice Presidents  
Secretary/Treasurer  
Grievance Chairperson

**TERM OF OFFICE:** Completion of election through February 29, 2024

### **NOMINATIONS PROCEDURE:**

A member in good standing may nominate another member to run for office. To nominate a candidate, a member must submit a nomination form to the Elections Committee with candidate's signature accepting. A member may also nominate themselves for office. To nominate themselves, the candidate must submit a nomination form to the Elections Committee containing the signature of at least one other member in good standing supporting their nomination. Said nomination forms must be submitted no later than the timeline set forth in the Notice of Election. Members nominated to run for office must affirmatively accept their nomination. A member may not nominate more than one candidate for the same position. A member may not be a candidate for more than one position. Attached you will find a Nomination form. Return completed form to Local 5131 Nominations and Elections, P.O. Box 119, Emerson, New Jersey 07630 or emailed to [Localelections@hpae.org](mailto:Localelections@hpae.org). Union office phone number (201) 262-5005. Candidates must confirm receipt of nomination from a committee member by the deadline. If not confirmed, the committee cannot guarantee name to appear on ballot to appear on ballot.

### **NOMINATIONS DEADLINE:**

March 21, 2022, it must be received by 10:00 a.m.

**ELECTION INFORMATION:** Ballots to be mailed to all members in March/April. If it is an uncontested election, the committee will cast one ballot on behalf of the slate in which case no ballots will be sent. All candidates may examine membership list and present for the mailing and counting of the ballots. You must advise the committee if you wish to be present or would view membership list, so information can be shared with you on how to. Candidates must abide by "rules of conduct" established by committee.

### **ELIGIBILITY:**

Any HPAE Local 5131 member in good standing is eligible to run for office. All elected candidates must attend HPAE Officer training.

**HPAE LOCAL 5131 NOMINATION/ELECTION COMMITTEE:** Kristen Hayman, Kevin Winder, Janet McLaughlin, and Jeffrey David Ball (HPAE Staff Representative, [jball@hpae.org](mailto:jball@hpae.org))

### **OFFICER JOB DESCRIPTIONS**

#### **President**

It shall be the President's duty to administer the affairs of the local and to execute policies established by the local in conjunction with the Local Executive Board. The President, or Executive Board designee, shall preside at all meetings of the membership and Local Executive Board, and serve as ex-officio member of all committees, may appoint chairpersons of committees and shall discharge all duties incidental to the office of President.

The President shall also serve as the Second Vice-President on the State Executive Council of the State Federation and shall be eligible to serve on the Executive Committee of the State Federation in accordance with the State Federation Constitution. The President shall be a delegate to the State and National Conventions and shall be ranked as the first delegate.

#### **First Vice Presidents**

In the absence of the President, the First Vice-President shall perform all duties of the President and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The First Vice President will attend Labor Management meetings. The First Vice-President shall be a delegate to the State and National Conventions and shall be ranked as the second delegate.

#### **Second Vice President**

The duties of the Second Vice President shall include but not limited to coordination of the activities of the unit representatives and members, and serve as chairpersons of designated committees. The Second Vice-President shall be a delegate to the State and National Conventions and shall be ranked as the third delegate.

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**Secretary/Treasurer**

The Secretary/Treasurer shall keep or cause to be kept an accurate record of minutes of the meetings of the Local and shall give or cause to be given notices of all meetings in accordance with these by-laws. The Secretary/Treasurer shall be responsible for the Local newsletter. The Secretary/Treasurer shall supervise the maintenance and distribution of all funds of the Local and shall keep accurate and current records of such funds. The Secretary/Treasurer shall keep all financial records on a permanent basis. The Secretary/Treasurer shall work with the State Federation Secretary/Treasurer in developing and implementing a budget and shall in general perform all duties incidental to the office of Secretary/Treasurer. The Secretary/Treasurer shall serve on the Budget Committee of the State Federation. The Secretary/Treasurer shall be a delegate to the State and National Conventions and shall be ranked as fourth delegate.

**Grievance Chairperson**

The primary responsibility of the Grievance Chairperson will be the grievance handling for all bargaining unit members. The Grievance Chairperson may establish a grievance committee. The Grievance Chairperson will serve on the Executive Council in accordance with the State Federation Constitution and shall be ranked as fifth delegate.

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**NOMINATION FORM**

As a member in good standing of HPAE Local 5131, I wish to nominate

**For President**

\_\_\_\_\_  
(Please print nominees name)

\_\_\_\_\_  
(Candidates Signature)

**For First Vice President**

\_\_\_\_\_  
(Please print nominees name)

\_\_\_\_\_  
(Candidates Signature)

**For Second Vice President**

\_\_\_\_\_  
(Please print nominees name)

\_\_\_\_\_  
(Candidates Signature)

**For Secretary/Treasurer**

\_\_\_\_\_  
(Please print nominees name)

\_\_\_\_\_  
(Candidates Signature)

**For Grievance Chairperson**

\_\_\_\_\_  
(Please print nominees name)

\_\_\_\_\_  
(Candidates Signature)

\_\_\_\_\_  
(Member's name supporting candidate)

\_\_\_\_\_  
(Signature)

You may nominate yourself. Candidates who are nominated, must sign this form as well as another member supporting candidate. By signing, this shows the Nomination/Election Committee that the candidate accepts the nomination and has support. **If form is not properly signed, it will become void.**

**This must be completed and received by March 21, 2022 at 10:00 a.m.**

HPAE  
110 Kinderkamack Road  
Emerson, New Jersey 07630