



NOTICE OF 2024 NOMINATIONS AND ELECTION OF HPAE LOCAL 5131 OFFICERS

The Nominations/Election Committee announces that there are five (5) 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
First Vice President
Second Vice President
Secretary/Treasurer
Grievance Chairperson

TERM OF OFFICE: March 1, 2024 through February 29, 2026

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 candidates signature accepting nomination**. A member may also nominate themselves for office. Said nomination forms must be submitted no later than the timeline set forth in the Notice of Election. 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 notice and form. Return completed form to Local 5131 Nominations and Elections, P.O. Box 119, Emerson, New Jersey 07630 or emailed to elections@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 will appear on ballot. Full Candidate Election rules can be found on your local website page or by contacting Jeffrey Ball at jball@hpae.org There will be no write in ballots.

NOMINATIONS DEADLINE:

March 1, 2024 at 10:00 a.m.

ELECTION DATE:

Ballots to be mailed to all members in March. 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 be present for the mailing and counting of the ballots. You must advise the committee in writing if you wish to be present or would like to view membership list. The reason for this is they will then share all the necessary information such as place and time. Candidates must abide by "rules of conduct" establish by committee and can be found on local website or by contacting committee at elections@hpae.org.

ELIGIBILITY:

To be eligible for office a person must be a member in good standing of the organization for a period of six months prior to the date of the election.

HPAE LOCAL 5131 NOMINATION/ELECTION COMMITTEE: Kevin Winder, Janet McLaughlin, Karen Stewart and Jeffrey David Ball (HPAE Staff Representative, jball@hpae.org)

OFFICER JOB DESCRIPTIONS

Section 1. 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.

Section 2. First Vice President 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 VicePresident shall be a delegate to the State and National Conventions and shall be ranked as the second delegate.

Section 3. 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.

Section 4. 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 (see back)

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. 7 HPAE Local 5131 Constitution and Bylaws

Section 5. 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.

NOMINATION/DECLARATION STATEMENT

You may make nominations for one or all offices. Any nominations signed by candidate will be accepted, any not signed will be void.

As a member in good standing of HPAE Local 5118, I wish to nominate

For President

(Please print nominee's name)

(Candidates Signature & last 4 digits of Social Security Number)

For First Vice President

(Please print nominee's name)

(Candidates Signature & last 4 digits of Social Security Number)

For Second Vice President

(Please print nominee's name)

(Candidates Signature & last 4 digits of Social Security Number)

For Secretary/Treasurer

(Please print nominee's name)

(Candidates Signature & last 4 digits of Social Security Number)

For Grievance Chairperson

(Please print nominee's name)

(Candidates Signature & last 4 digits of Social Security Number)

(Please print nominee's name)

(Candidates Signature & last 4 digits of Social Security Number)

(Please print your name)

(Your Signature)

You may nominate yourself. Candidates who are nominated must sign and include last four digits of Social Security number on this form. By signing, this shows the nomination /Election Committee that the candidate accepts the nomination. If form is not properly signed or without SS#, it will become void

NOMINATIONS DEADLINE

Nominations must be received by 10:00 a.m. on March 1, 2024

HPAE Local 5131 Election
110 Kinderkamack Road
Emerson, New Jersey 07630