



NOTICE OF 2023  
NOMINATIONS AND ELECTION  
OF HPAE LOCAL 5621 OFFICERS AND REPRESENTATIVES

The Nominations/Election Committee announces that there are five (5) officer positions up for election this year. The officer positions are **President, Co-Vice Presidents, Secretary, Treasurer**. Nominations for these positions are currently being accepted by the nomination committee.

**POSITIONS:** President  
Vice President  
Secretary  
Treasurer  
Grievance Chairperson

*(Job descriptions can be found in your Constitution and By-Laws.)*

**TERM OF OFFICE:** September 1, 2023 through August 31, 2025

**NOMINATION  
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 5621 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 will appear on ballot.

***DO NOT PLACE FORM IN UNION MAILBOX AT HOSPITAL.***

**NOMINATION  
DEADLINE:** **Form must be received by**  
August 9, 2023 - 10:00 a.m. all forms received late will be void

**ELECTION INFORMATION:**

Ballots to be mailed to all members in August. 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. If any candidate does not receive the rules of conduct, please contact a committee member.

**ELIGIBILITY:** Any HPAE Local 5621 member in good standing is eligible to run for office. All elected candidates must attend HPAE Officer training.

**HPAE LOCAL 5621 NOMINATION/ELECTION COMMITTEE:** Sharon Heath, Ernestine Wing, Jennifer Browning and Jeffrey David Ball (HPAE Staff Representative) [jball@hpae.org](mailto:jball@hpae.org)

HPAE Elections  
110 Kinderkamack Road  
Emerson, New Jersey 07630

# NOMINATION/DECLARATION STATEMENT

As a member in good standing of HPAE Local 5621, I wish to nominate

## For President

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

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

## For Vice President

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

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

## For Secretary

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

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

## For Treasurer

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

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

## For Grievance Chairperson

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

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

\_\_\_\_\_  
(Please print your name)

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

You may nominate yourself. Candidates who are nominated, must sign this form. By signing, this shows the noimination /Election Committee that the candidates accepts the nomination. If form is not properly signed, it will become void.

### 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 shall assign duties and responsibilities to the other officers. The President, or Executive Board designee, shall preside at all meetings of the membership 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 will assure that the Back-To-Basics standards are implemented and enforced. 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.

### Vice President

The Local shall elect a member to serve as Vice-President. The Vice President shall oversee the Unit Reps and local elections.

In the absence of the President, the 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 Vice-President shall be a delegate to the State and National Conventions.

### Secretary

The Secretary 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 shall be responsible for the Local newsletter, communications and shall in general perform all duties incidental to the Office of Secretary. The Secretary shall be a delegate to the State and National Conventions.

### Treasurer

The Treasurer shall supervise the maintenance and distribution of all funds of the Local and shall keep accurate and current records of such funds. The Treasurer shall keep all financial records on a permanent basis and be responsible for filing required financial reports. The 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 Treasurer. The Treasurer shall serve on the Budget Committee of HPAE State Federation. The Treasurer shall be a delegate to the State and National Conventions.

### 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 and will provide training and guidance for each committee member. The Grievance Chairperson will serve on the Local Executive Council.