



NOTICE OF 2021 NOMINATIONS AND ELECTION OF HPAE LOCAL 5621 OFFICERS

The Nominations/Election Committee announces that there are five (5) Local 5621 officer positions that are up for election this year. The nomination committee is currently accepting nominations for these positions.

POSITIONS: President
Vice President
Secretary
Treasurer
Grievance Chairperson
(Job descriptions can be found on the back of this form.)

TERM OF OFFICE: September 1, 2021 through August 31, 2023

NOMINATIONS PROCEDURE: Attached you will find a copy of the Nomination Form. Return completed nomination form directly to a committee member, mail to HPAE Local 5621 Nominations/Elections, PO Box 119, Emerson, New Jersey, 07630 or email to Localelections@hpae.org Union office phone number (201) 262-5005.

NOMINATIONS DEADLINE: August 10, 2021 12:00 p.m.

ELECTION DATE: 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. Candidates may be present for the mailing of the ballots. Please advise the committee if you wish to be present at the mailing of the ballots.

ELIGIBILITY: Any HPAE Local 5621 member in good standing is eligible to run for office. All candidates elected must attend the HPAE Officer training. Nomination/Election Committee members are not eligible to run for office.

HPAE LOCAL 5621 NOMINATION/ELECTION COMMITTEE: Sue Davis danandsuedavis@comcast.net, Ernestine Wing esw_08096@yahoo.com, Sharon Heath and Jeffrey David Ball (HPAE Staff Representative, jball@hpae.org)

----- **Cut here and return Nomination Form** -----

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 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 nomination /Election Committee that the candidate accepts the nomination. **If form is not properly signed, it will become void.**

This must be completed and received by August 10, 2021 12:00 p.m.

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.

HPAE
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