



NOTICE OF 2020 NOMINATIONS AND ELECTION OF HPAE LOCAL 5138 OFFICERS

The Nominations/Election Committee announces that there are four Local 5138 officer positions that are up for election this year. Nominations for these positions are currently being accepted by the nomination committee.

POSITIONS: President
Vice President
Treasurer/Secretary
Grievance Chairperson

TERM OF OFFICE: October 1, 2020 through September 31, 2022

**NOMINATIONS
PROCEDURE:** Attached you will find a Nomination/Declaration Statement. Return completed form directly to a committee member or to HPAE Local 5138 Nominations/Elections, PO Box 119, Emerson, New Jersey, 07630. Union office phone number (201) 262-5005.

**NOMINATIONS
DEADLINE:** August 14, 2020

ELECTION DATE: Ballots to be mailed to all members in August. Candidates may be present for the mailing of the ballots. If it is an uncontested election, the committee will cast one ballot on behalf of the state, in which case no ballots will be sent. Please advise the committee if you wish to be present at the mailing of the ballots. Candidate must confirm nomination has been received by a committee members otherwise name may not appear on ballot.

ELIGIBILITY: Any HPAE Local 5138 member in good standing is eligible to run for office.

HPAE LOCAL 5138 NOMINATION/ELECTION COMMITTEE: Peg Solon solon4172@aol.com , Jane Miszlay miszjp@aol.com , Kathy Whalen kmwhalen41@gmail.com and Jeffrey David Ball (HPAE Staff Representative, jball@hpae.org)

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OFFICER JOB DESCRIPTIONS

President

The President will be the principal officer of the local. It shall be the Presidents' duty to administer the affairs of the Local and to execute policies established by the Local. The President 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 shall also serve as the Second Vice-President on the State Executive Board 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 Convention.

Vice President

It shall be the Vice President's job to coordinate the activities of the union reps and the members in the Local. In the absence of the President, the Vice-President shall perform all the 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 will assist and direct the Secretary in gathering information for the newsletter. The Vice-President shall be a delegate to the State and National Conventions.

Secretary/Treasurer

The Secretary/Treasurer shall perform all duties incidental to the office of Secretary and Treasurer including: keep or cause to be kept an accurate record of minutes of all meetings of the local, shall give or cause to be given notices of all meetings in accordance with these by laws. 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 work with the State Federation Treasurer in

developing and implementing a budget, shall report regularly on the state of finances, and shall in general perform all duties incidental to the Office of Secretary/Treasurer. The Secretary/Treasurer shall keep all financial records on a permanent basis. The Secretary/Treasurer shall be responsible for the local newsletter. The Secretary/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 bargaining unit members. The Grievance Chairperson will establish and train a grievance committee. The Grievance Chairperson will serve on the State Executive Council in accordance with the State Federation Constitution

NOMINATION/DECLARATION STATEMENT

As a member in good standing of HPAE Local 5138, I wish to nominate

For President

_____	_____.
(Please print nominees name)	(Candidates Signature)

For 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)

_____	_____.
(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 candidates accept the nomination. If form is not properly signed, it will become void. Please confirm the nomination has been received by Committee by August 11 or your name will not appear on ballot.

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This must be completed and received by August 14, 2020