



United Federation of Teachers
A Union of Professionals

UFT PARAPROFESSIONAL CHAPTER ELECTION PROCEDURES 2024

POSITIONS TO BE FILLED- TERM OF OFFICE- 3 Years, beginning July 1, 2024

- A. **OFFICERS-** Chapter Leader, 1st Vice Chairperson, 2nd Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.
- B. **EXECUTIVE BOARD-AT-LARGE-** 15 Members
- C. **BOROUGH COORDINATORS-** 5 (Man., Brooklyn, Bronx, Queens, Staten Island)
- D. **DISTRICT COORDINATORS-**32
- E. **DELEGATE ASSEMBLY DELEGATES-** 262 (plus the 59 positions above)

NOTE: Any group of candidates may join together to form a slate of officers, Executive Board members, and Delegate Assembly delegates. A minimum of 7 candidates for officer and executive board are required for a slate designation. Each slate is entitled to a statement which may not exceed two sides of an 8 1/2x 11-inch sheet.

OFFICERS AND EXECUTIVE BOARD-AT-LARGE

- 1. Membership requirement for officers-2 years before the final date for nominations, **5 pm on Friday, April 12.**
- 2. Membership requirement for executive board members: 60 days before the final date for nominations, **5 pm on Friday, April 12.**
- 3. Nominating petitions containing at least 50 UFT Paraprofessional signatures must be received by the UFT Election Coordinator, Yasmin Colon, at UFT, 50 Broadway 13th Fl, New York, NY 10004, by **5 pm on Friday, April 12.**
- 4. An independent officer or Executive Board candidate not on a slate may submit a statement of no more than 75 words to be included with the ballot. The deadline for the receipt of statements at UFT is **5 pm on Friday, April 12.** Statements can be mailed to the UFT Election Coordinator, Yasmin Colon, or emailed to YCOLON@UFT.org.

BOROUGH COORDINATORS

- 1. Membership requirement- membership on the Paraprofessional Executive Board for 2 years.
- 2.
 - a) Candidates may nominate themselves.
 - b) The nominating form must be signed by at least two Paraprofessional District Coordinators from the same borough, except Staten Island, where only one District Coordinator's signature is required.
 - c) The nominating forms must be received at the respective borough office by **5 P.M. Tuesday, April 2.**
- 3.
 - a) The election shall be held under the supervision of the Borough Representative or their designee on **Monday, April 8.** Where possible, an officer of the Paraprofessional Chapter shall be present.
 - b) Each incumbent District Coordinator present shall have one vote. The incumbent Borough Coordinator shall have one vote.
 - c) The candidate with the highest vote total shall be declared elected.
- 4. Borough Coordinators are members of the Executive Board.

(OVER)

DISTRICT COORDINATORS

1. Membership Requirements- A District Coordinator must be a Paraprofessional working in a school within the geographic boundary of the school district and one of the following qualifications:
 - a) Present or past Paraprofessional Representative for at least one year.
 - b) Present or past Executive Board Member for at least one year.
2.
 - a) Candidates may nominate themselves.
 - b) Nominating forms must have the signatures of at least two Paraprofessionals Representatives from the same district.
 - c) Nominating forms must be received at the UFT Borough Office by **5 P.M. Tuesday, April 2.**
3.
 - a) The election shall be held under the supervision of the District Representative on **Monday, April 8.**
 - b) The incumbent Paraprofessional Representative will have one vote for each 15 Paraprofessional members or a major fraction thereof.
 - c) The candidate with the highest vote total shall be declared elected.
4. District Coordinators are members of the Executive Board.

NOTE: No member may serve in more than one Executive Board position.

DELEGATE TO THE DELEGATE ASSEMBLY

All elected Officers, Executive Board At-Large members, Borough Coordinators, and District Coordinators will be delegates. Additional delegates may be nominated. Candidates may nominate themselves. A nominating form signed by a UFT Paraprofessional must be received by the UFT Election Coordinator, Yasmin Colon, at UFT, 50 Broadway 13th Fl, by **5 pm on Friday, April 12.**

BALLOT INFORMATION

1. Ballots for the Officers, Executive Board At-Large members, and Delegate Assembly delegates will be mailed on or about May 9, 2024.
2. The deadline for the receipt of ballots at American Arbitration Association, 120 Broadway, New York, NY 10271, is **8 am Thursday, June 13, 2024.**
3. Ballots will be counted at the AAA on **Thursday, June 13, 2024.**
4. If the number of candidates does not exceed the requirement for the position, the candidates shall be declared elected.

NOTE: Nominating forms and petitions may be obtained at the Borough Offices beginning Wednesday, March 13, 2024.

Manhattan, 52 Broadway, 10th Fl, New York, NY 10004

Bronx, 2100 Bartow Ave, 4th Fl Bronx, NY 10475

Brooklyn, 335 Adams Street 25th Fl, Brooklyn, NY 11201

Queens, 118-35 Queens Blvd, 7th Fl, Forest Hills, NY 11374

Staten Island, 1200 South Ave Suite 103, Staten Island, NY 10314