



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK
OFFICE OF FACULTY AND STAFF RELATIONS
Instructional Staff Relations
300 JAY STREET • Namm 301
BROOKLYN, NY 11201-1909
718.260.5353 • Fax 718.260.5354

DATE: October 30, 2015
TO: All Members of the Instructional Staff
FROM: Sandra C. Gordon, Esq., Executive Director/Labor Designee
RE: Special Nomination and Election of:
Delegates-at-Large to the College Council

A handwritten signature in blue ink is written over the "FROM:" line. The signature appears to be "S.G./A.J.".

DELEGATES-AT-LARGE TO THE COLLEGE COUNCIL

Nine (9) vacancies presently exist for Delegates-at-Large to the College Council. Seven (7) vacancies are for three year terms, while two (2) vacancies are for one year terms.

NOMINATIONS: In order to be nominated, a candidates must hand deliver a nominating petition to the Instructional Staff Relations Office (Namm 301) beginning **Friday, October 30, 2015**. Petitions must be received no later than 4:30 p.m. **Thursday, November 12, 2015**. **IMPORTANT: Signatures are NOT REQUIRED for this nominating petition.** The petition, signed by the candidate, will serve as a declaration of candidacy, in accordance with the college bylaws.

ELECTION:

DATE:	Monday, November 30, 2015 to Friday, December 4, 2015
TIME:	9:30 a.m. to 4:30 p.m.
PLACE:	Namm 301

ELIGIBILITY:

All professors, associate professors, assistant professors, instructors, and lecturers who have received a third full-time, continuous, annual appointment; all full-time assistant professors (untenured) who have been appointed to the rank after serving for a minimum of three years as full-time lecturers/instructors; all college laboratory technicians, registrar series and higher education officer series who have received a third full-time, continuous, annual appointment are eligible to vote and serve in this election.

Candidates should be available during College Council hours, Tuesdays, 12:45 to 2:30 p.m.

Tie votes will be broken by lot drawing.

ELECTION PROCEDURES FOR DELEGATES-AT-LARGE TO THE COLLEGE COUNCIL (Special Election):

1. Nominating petitions may be obtained from the Office of Faculty and Staff Relations website or the Instructional Staff Relations Office (Namm 301).
2. Nominating petitions shall be accepted up until the due date specified in this notice.
3. Nominating petitions, once submitted, may be withdrawn no later than 24 hours prior to the election for which they are submitted. Names of withdrawn nominees will be posted at polling places.
4. The notice of election shall be circulated at least ten working days prior to the date the petitions are due.
5. All ballots shall be signed for before they are offered to voters.
6. The election shall be by secret ballot.
7. The names of the nominees shall be available for inspection at the polling place at least five working days before the election.
8. The notice of election shall be prepared by the Office of Instructional Staff Relations and approved by the Legislative Committee.
9. Where applicable, staggered terms shall be put into effect for those elected.

If you have any questions, please call Ms. Adrienne Traylor, extension 5353.