



**NEW YORK CITY  
COLLEGE OF TECHNOLOGY**  
 THE CITY UNIVERSITY OF NEW YORK  
**OFFICE OF FACULTY AND STAFF RELATIONS**  
 300 JAY STREET • Namm 301/305  
 BROOKLYN, NY 11201-1909  
 718.260.5353 • Fax 718.260.5354

DATE: February 17, 2016  
 TO: All Members of the Instructional Staff  
 FROM: Sandra C. Gordon, Esq., Executive Director/Labor Designee *SG*  
 RE: Nomination and Election of:  
 Delegates-at-Large to the College Council

**DELEGATES-AT-LARGE TO THE COLLEGE COUNCIL**

**Seven (7) vacancies for three-year terms presently exist for Delegates-at-Large to the College Council.**

**NOMINATIONS:** In order to be nominated, a petition with a minimum of twenty-five (25) signatures must be hand delivered to the Office of Faculty and Staff Relations (Namm 301/305) beginning **March 2, 2016**. Petitions must be received no later than 4:30 p.m. **March 15, 2016**. The individuals signing the petition must meet the eligibility criteria outlined below.

**ELECTION:**           **DATE:**       **March 28 through April 01, 2016**  
                              **TIME:**       **9:30 a.m. to 4:30 p.m.**  
                              **PLACE:**      **Namm 301**

**ELIGIBILITY:**

All professors, associate professors, assistant professors, instructors, lecturers, college laboratory technicians and higher education officer series personnel who have received or received notice of 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:**

1. Candidates for positions as **Delegates-At-Large to the College Council** should submit nominating petitions containing the signatures of twenty-five (25) eligible voters in order to have their names appear on the ballot.
2. Blank petitions may be obtained from the Office of Faculty and Staff Relations website or office (Namm 301/305).
3. Nominating petitions shall be accepted up until the due date specified in this notice.
4. Nominating petitions, once submitted, may be withdrawn no later than 24 hours prior to the election for which they are submitted. Names of withdrawn nominees will be posted at polling places.
5. The notice of election shall be circulated at least ten working days prior to the date the petitions are due.
6. All ballots shall be signed for before they are offered to voters.
7. The election shall be by secret ballot.
8. The names of the nominees for each election shall be available for inspection at the polling places at least twenty-four hours before the election.
9. The notice of election shall be prepared by the Office of Faculty and Staff Relations and approved by the Legislative Committee.
10. Where applicable, staggered terms shall be put into effect for those elected.

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