

THE UNION @ COOPER UNION
NYSUT Local #6420, AFT, AFL-CIO

NOMINATION FORM AND NOTICE OF ELECTIONS

The UCU will hold online elections for Officer, Area Representative, and Deputy Representative positions on **June 30, 2020**. Each position will serve a two-year term beginning on September 1st, 2020. If you did not receive this notice by email, please notify memberucu@gmail.com to ensure that you receive a digital ballot before the deadline.

The Executive Committee has appointed an ad hoc Elections Committee to conduct and monitor the election. The Elections Committee is now accepting nominations for candidates to fill the following UCU Officer positions:

Benefits Officer

Discipline Officer

Grievance Officer

Negotiations Officer

Outreach Officer

Secretary

Staff Representative to the Board of Trustees

Treasurer

Area 100 Representatives: Engineering, Saturday Program, CURF, Humanities, Writing Center

Area 200 Representatives: Art & Architecture

Area 300 Representatives: Buildings & Grounds

Area 400 Representatives: Continuing Education, Development, Admissions, Student Services

Area 500 Representatives: Business Office, IT Dept, Office Services, Library, Communications

To nominate yourself or someone else for office, complete the form on the reverse side of this Notice and return it to Zach Poff, Chair of the Elections Committee, on or before **June 15, 2020**, via email to ucuelections@gmail.com. Please speak with anyone you plan to nominate to confirm they are willing to serve.

All candidates will be announced via email after the nomination period has concluded. Any candidate running unopposed will be elected to their position by default. For Officer positions where there are two or more candidates, the candidate with the most votes will be elected. For Area Rep positions where there are two or more candidates, the candidate with the most votes will assume the Area Rep position and the runner-up will assume the Deputy Rep position.

NOMINATION FORM

I hereby nominate _____ as a candidate for the office of **Benefits Officer** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Discipline Officer** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Grievance Officer** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Negotiations Officer** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Outreach Officer** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Secretary** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Staff Representative to the Board of Trustees** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Treasurer** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Area Rep** for **Area 100** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Area Rep** for **Area 200** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Area Rep** for **Area 300** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Area Rep** for **Area 400** in the 2020 UCU Elections.

I hereby nominate _____ as a candidate for the office of **Area Rep** for **Area 500** in the 2020 UCU Elections.

I certify that I am a member of the UCU in good standing and that, to the best of my knowledge the candidate nominated is a member of the UCU in good standing and otherwise qualified to serve in the office for which he/she is nominated.

Print Name

Signature

Date

Executive Committee Position Descriptions

Treasurer:

- Handles internal union finances
- Prepares external reporting
- Manages the UCU member list

Secretary:

- Manages communication with membership
- Schedules all UCU meetings
- Takes minutes at management and membership meetings

Staff Representative to the Board of Trustees:

- Attends BoT meetings
- participates in BoT committees
- Liaison for communications between BoT, UCU officers, and the UCU membership

Discipline Officer:

- Primary point of contact for all disciplinary matters involving members
- Attends disciplinary meetings
- Coordinates closely with HR and Grievance Officer
- Guides the work of Area Reps

Grievance Officer:

- Primary point of contact for all grievances
- Researches contract violations
- Writes grievances in consultation with LRS
- Organizes Grievance Committee.

Outreach Officer:

- Manages intra-union organizing efforts
- Helps connect interested members to necessary work on an ad hoc basis
- Organizes member training and recreational events

Benefits Officer:

- Researches Cooper's finances (departmental spending & budgets, unit salaries, benefit costs)
- Tracks implementation of policies and benefits

Negotiation Officer:

- Builds negotiating platform
- Plans long-term strategic response to ongoing issues
- Surveys our membership to gauge concerns, experiences, and interests.

Area Reps:

- Communicate directly with members in their respective areas
- Organize and attend meetings with members in their respective areas
- Attend meetings between management and UCU members in their area as needed.
- Work alongside other Exec Committee officers to advocate on behalf of membership