

NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES & TALENT
65 COURT STREET
BROOKLYN, NEW YORK 11201

PENSION MEMORANDUM NO. 1, 2012-2013

SEPTEMBER 6, 2012

TO: ALL CHIEF EXECUTIVES AND HEADS OF OFFICES, CHILDREN FIRST NETWORKS
EXECUTIVE TEAM AND CHIEF EXECUTIVES OF SCHOOL SUPPORT ORGANIZATIONS

FROM: LAWRENCE E. BECKER
CHIEF EXECUTIVE OFFICER OF THE DIVISION OF HUMAN RESOURCES & TALENT

SUBJECT: ANNOUNCEMENT OF REGULAR ELECTION OF TWO EMPLOYEE MEMBERS OF THE
RETIREMENT BOARD OF THE BOARD OF EDUCATION RETIREMENT SYSTEM

ABSTRACT

This memorandum sets forth the procedures required for the nomination and election of employee-members and alternate employee-members of the Board of Education Retirement System. Strict adherence to the procedures, dates and times indicated is essential.

1. **Members of the Board of Education Retirement System** will elect two employee-members of the Retirement Board of that system. For each person nominated for membership on the Board, there must also be nominated an alternate. Each employee-member, to be elected at this time, will be for a four-year period from January 1, 2013 through December 31, 2016.

Note: The Board of Education Retirement System is **not** the Teacher's Retirement System most pedagogical employees, that is, teachers and supervisors, are not to participate and will not be affected by this election. Persons who are members and eligible to take part in this election are **administrative** (non-pedagogical) employees. On payrolls, the pension number of an employee who is eligible to take part will begin with the prefix "G." **NO OTHERS ARE TO PARTICIPATE.**

PENSION ELECTION INSTRUCTIONS FOR FILING NOMINATING PETITIONS

Thursday, October 18, 2012: Nominating petitions and acceptance certifications on behalf of each candidate and alternate must be filed, no later than 5:00 PM on this date as follows:

Division of Human Resources & Talent
Office of Employee Relations
Attention: Sheldon D. Hychman
65 Court Street – Room 617
Brooklyn, New York 11201

Petitions and acceptance certifications may be obtained from the Board of Education Retirement System, 65 Court Street – Room 1602, Brooklyn, New York 11201. A specimen copy of the petition is also attached to this memorandum.

Note: Each petition requires the signatures of no less than 200 members of the Board of Education Retirement System. At the top of each page of each nominating petition, there must appear the name and official Board of Education position of the candidate and also of the alternate for whom the petition is submitted. There must be a certification at the bottom of each sheet that the signatures appearing thereon are those of **bona fide** members of the Retirement System. Contributors shall sign **no more than two petitions** and the signature or signatures of a member which appears on **more than two** petitions or more than once on a specific petition shall be void and not counted on any petition. Members signing a nominating petition must indicate their pension number in the space provided. Pension numbers can be found on employees' pays stubs or on their semi-annual statements of account.

- a. **Thursday, October 25, 2012** – Objections to petitions, if any, must be filed in Room 617, 65 Court Street, Brooklyn, New York 11201, not later than 5 P.M.
- b. **Thursday, November 1, 2012** – Evaluation and determination of objections will be made by this date.

PUBLICATION OF NOMINATIONS AND NOTIFICATION OF ELECTION

In the event that only two candidates (and their alternates) are nominated, the Chancellor will cast a symbolic ballot and both nominees shall be declared elected. If valid nominations are received for more than two candidates, CFNs/schools and central offices in which members are employed will be sent additional information and instructions on or before **Thursday, November 1, 2012** concerning their responsibilities in the administration of the actual election. This will include the names of all nominees, key election dates and activities, a sample ballot, etc. (the order in which the names of the candidates appear on the ballot shall be determined by lot in the presence of the candidates or their representatives.) On receipt of such notice, the CFN/school or central office head (or acting head) must give each member a copy thereof.

NOTE: In the event that only two candidates are nominated, the chancellor will cast a symbolic ballot and both nominees shall be declared elected on **November 15, 2012**. In that case, the remaining steps of the procedure will be cancelled and the remainder of this memorandum may be disregarded.

Voting by mail – Members on leave of absence with or without pay have the option of voting by mail. Members absent on the day of the election who have not made prior arrangements to vote by mail will not be allowed to vote thereafter. Completed ballots must be received no later than 5:00 PM on November 15, 2012 in Room 617 at 65 Court Street, Brooklyn, New York 11201.

ELECTION DAY: Is November 15, 2012.

COUNTING OF BALLOTS AND REPORTING THE TALLY OF VOTES will take place on November 16, 2012.

INFORMATION AND ASSISTANCE:

For information and assistance concerning this circular, please contact Sheldon D. Hychman at (718) 935-5878 or by e-mail: shychma@schools.nyc.gov

LEB/SDH/sdh
Attachments.