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

PENSION MEMORANDUM NO. 1, 2013-2014 February 24, 2014

TO: THE CHANCELLOR OF THE CITY UNIVERSITY OF NEW YORK, CLUSTER LEADERS & NETWORK LEADERS OF THE CHILDREN FIRST NETWORKS, EXECUTIVE DIRECTORS, HEADS OF OFFICES AND PRINCIPALS OF ALL DAY SCHOOLS

FROM: LAWRENCE E. BECKER
CHIEF EXECUTIVE

SUBJECT: ANNOUNCEMENT OF A REGULAR ELECTION OF A TEACHER-MEMBER OF THE TEACHERS' RETIREMENT BOARD

1. **PURPOSE**

This memorandum describes the procedures to be followed for the nomination and election of a Teacher-Member of the Teachers' Retirement Board for a three year term, pursuant to Section 13-507 of the Administrative Code of the City of New York. A copy of these provisions is appended to this memorandum.

As provided by law, this regular election is required to fill the vacancy that will be caused by the expiration of the current term of office of the incumbent Teacher-Member of the Teachers' Retirement Board, in May of 2014. The dates and procedures prescribed herein must be adhered to strictly.

2. **CHANCELLOR'S AUTHORIZED REPRESENTATIVE**

Wanda Wentworth has been designated as the Chancellor's authorized representative for the conduct of this election. If you have any questions concerning the nomination and election, please telephone or write to:

Wanda Wentworth
65 Court Street, Room 409
Brooklyn, New York 11201
(718) 935-5878
e-mail: wwentworth@schools.ny.gov

3. **PENSION ELECTION CALENDAR.** As prescribed by law, it is essential that the following dates be observed:

a. **Friday - April 11, 2014**- Filing of nominating petitions. This is the last day for filing nominating petitions. Petitions for Candidate, Alternate Candidate and Three Tellers must be filed **no later than 5:00 P.M**. in Room 409, Division of Human Resources & Talent, 65 Court Street, Brooklyn, New York 11201.

b. **Friday - April 25, 2014** - Objection to nominating petitions. This is the last day for filing objections to nominating petitions which must be filed no later than 5:00 P.M. in Room 409, Division of Human Resources & Talent, 65 Court Street, Brooklyn, New York 11201.

c. **Wednesday - May 7, 2014** - Publication of Nominations. The Chancellor's authorized representative:

1. Informs objectors to the nominating petitions of determinations made;

2. Notifies schools, colleges and offices of the names of official nominees for election as Teacher-Member; and

3. As provided by law, in the event that only one candidate is nominated, gives notice that the Chancellor will cast one ballot for the election of the sole nominee on Pension Election Day and that, for that reason, the remaining steps of the election are cancelled.

d. **Tuesday – May 6, 2014** - Last Day for Ballot Distribution.

1. The Chancellor's authorized representative will have distributed ballots to schools, colleges and offices; and

2. Heads of schools, colleges and offices will ensure that the names of contributors are typed on the list of contributors eligible to vote in the election.

e. **Wednesday - May 14, 2014** - Pension Election Day. Balloting is conducted for election of a Teacher-Member of the Teachers' Retirement Board. If there is only one candidate, a single ballot is cast by the Chancellor.

f. **Tuesday - May 20, 2014** - Counting of the Ballots. Final citywide counting of ballots will take place at 4:00 P.M. in room 409 at 65 Court Street, Brooklyn, New York 11201.

Please note: Other than posting this memorandum, no specific actions are required at this time by schools and colleges. Additional instructions will be forthcoming after **May 7, 2013,** in the event that there are two or more properly nominated candidates and an election procedure is necessary.

LEB/WW/ww
Attachment