



# VACANCY NOTICE

## NOMINATION AND ELECTION PROCEDURES

### SPECIAL ELECTION – OCTOBER 2023

The following information is supplement to the complete “Special Election Rules and Requirements,” which can be viewed and downloaded at [www.pef.org/elections](http://www.pef.org/elections).

The Term of office will be until **July 31, 2024**.

To be nominated for an Executive Board position a candidate must have been a regular PEF member since **May 4, 2023**.

**Nominating petitions will be available at 9AM on October 10, 2023. Petitions may be downloaded from [www.pef.org/elections](http://www.pef.org/elections) or you may call the PEF Divisions Department at 800-342-4306 ext. 337 to have a supply mailed to you. Petitions will not be available for pick-up at PEF Headquarters or any PEF Regional Office.**

Members may not sign more than one nominating petition for any individual elective position. In the case of duplicate signatures, the signatures on the first petition **received** by the Elections Committee shall be valid.

All nominating petitions will require the complete printed name, signature and Petition I.D. # of the members signing. This includes the petition circulator area as well. Nominee information must be complete.

The printed name and Petition I.D. # must be legible for the signature to be valid. The Member Petition ID# consists of “Up to the first four letters of your first name, up to the first four letters of your last name as printed on your paycheck, and the five digits of your **home** zip code.”

Any petition, which does not include the **legibly** complete certification statement, signed by the circulator, will be ruled invalid.

Only regular PEF members shall be eligible to sign nominating petitions, with **September 18, 2023**, as the cutoff date for membership.

Nominating petitions **MUST** be received by the Special Elections Committee by **5:00 PM, October 31, 2023**.

**Petitions may be scanned and emailed to [SpecialElections@pef.org](mailto:SpecialElections@pef.org) or mailed to:**

**PEF, ATTN: Special Elections Committee, P.O. Box 12414, Albany, New York 12212-2414.**

**Petitions may not be returned in person to PEF Headquarters or any PEF Regional Office. Return in this case means, in hand, not date mailed or postmarked.**

It is the candidate’s responsibility to make sure nominating petitions are submitted to the Special Elections committee timely.

Once petitioning has concluded certified candidates can request constituency mailing labels at their own expense. Please request by emailing [SpecialElections@pef.org](mailto:SpecialElections@pef.org). Mailing labels are only released to those candidates that are in contested elections.

For those in contested election, ballots will be mailed on **November 21, 2023**, by AAA and must be returned to the address listed on the return envelope no later than **5:00 PM, December 13, 2023**. Return in this case means, in hand, not date mailed or postmarked. Ballots will be counted on December 14, 2023, by American Arbitration in NYC starting at 10AM. If you would like to observe the count, please email [SpecialElections@pef.org](mailto:SpecialElections@pef.org) for information.

Only regular PEF members shall be eligible to vote, with **October 31, 2023**, as the cutoff date for membership.

**If an eligible voter has not received a ballot by November 28, 2023, please call AAA at (800)529-5218 for a duplicate ballot packet (do not call prior to that date).**

Any complaints concerning the conduct of these elections must be submitted on an Election Appeal Form to the Special Elections Committee. All complaints must be filed no later than 30 calendar days following the ballot count (or the end of nominations when balloting is not necessary). Appeal forms and full copy of the appeals procedure may be obtained by reviewing the rules at [www.pef.org/elections](http://www.pef.org/elections). All necessary forms will be posted at that web address as well.



Seat #	Department/Counties	Signatures Required
10	Department of Financial Services - Members representing Upstate and Downstate Banking (37000)	31
15	CIVIL SERVICE (08000)	2
90	HIGHER EDUCATION SERVICES CORPORATION - statewide (11100)	4
95	SUNY Upstate - All titles in agency code at SUNY HSC SYR (28110), HSC SYR HOSP PR (28118) and SUNY Upstate - Community Campus - last names beginning with I-Q	52
104	SUNY Stonybrook (28058) RN1 T&R with last names beginning with letters S-Z and all RN1 T&R Supervisors	49
165	Ex Housing & Community Renewal (01080), Ex Veterans Affairs (01190), Justice Center (01160)	41
172	Off Info Tech Svs (01110, 01113) Titles in salary grades 1 thru 22, EXCEPT Info Tech Spec 2's. Includes - Student Assistant, Admnv Spec TR 1, Budgeting Analyst T1, Contract Management Spec T1, Admnv Spec TR 2, Assistant Public Info Officer, Budgeting Analyst T2, Contract Management Spec T2, Graphic Designer 1, Info Tech Spec 1, Legal Assistant 2, Admnv Spec 1, Assistant Office Services Manager, Auditor 1, Business Sys Analyst 1, Contract Management Spec 1, Senior Accountant, Senior Administrative Analyst, Senior Budgeting Analyst, Supvg Computer Operator, Assnt Engineer (Civil, Admnv Spec 2, Agency Emergency Management, Assoc Accountant, Assoc Admnv Analyst, Business Sys Analyst 2, Chief Computer Operator, Contract Management Spec 2, Info Sys Auditor 1 IT, Off Srvs Manager, Project Manager 1, Info Tech Spec 3	45
173	Off Info Tech Svs (01110, 01113) - Info Tech Spec 2	64
310	OMH Main Office, Capital District Children & Youth, Capital District PC, Region 8 items only: Central NY PC (50000, 50590, 50980, 50390)	60
395	Sagamore PC, Children & Youth, Long Island DDSO/RO, Region 12 items only: OPWDD Main Off (50850, 51350, 51000)	35
430	OCFS members in Regions 1-7 and OCFS members in Div. 337 (25000)	41
545	Political Subdivisions of NYS - 1 seat statewide, (99002)- Albany Housing Authority, (99004) - Albany County Probation, (99008) - Allegany County Employees	15