



Buffalo Teachers Federation, Inc.
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President, PHILIP RUMORE

December 7, 2020

MEMO TO: Delegate Chairs
FROM: Philip Rumore, President, BTF
RE: Building Elections

If you are no longer the Delegate Chair, because you have changed schools or relinquished the position, please advise us as indicated on the "Corrections Form" (attached).

The Executive Committee and Council of Delegates have voted to extend the terms of office for Delegates, Alternates, and Building Committee members until January 31, 2021 or until new elections are held prior to that date.

Attached please find a list of the BTF members whose payroll school is your building. As you know, only members can vote in BTF elections. Please advise us of any errors by completing the attached "Corrections Form" and returning it to dstempniak@btfny.org and Hbeharry@btfny.org no later than December 14th. If you need more time, please advise us via this email address.

The next step for you, or the acting Delegate Chair, is to seek a volunteer to serve as Elections Chair. The name of the volunteer, who cannot be a candidate, should be submitted to BTF members electronically. If there are no objections from any of the BTF members within five (5) calendar days, please report the name and personal email of the Elections Chair to the BTF by emailing Sumhauer@btfny.org. If the Elections Chair position is contested, an election must be held for said position. In this case, please contact Sumhauer@btfny.org and provide the names of the members who wish to chair the election. We will arrange for a virtual election.

Within one week after an Elections Chairperson has been submitted, the Elections Chair should ask for nominations for all positions. Members may self-nominate for said positions and teachers can be nominated for more than one position e.g. Delegate/Alternate/Building Committee, Delegate/Alternate, Delegate/Building Committee, or Alternate/Building Committee.

Nominations close one week after nominations have begun. The Elections Chair should send the names for each position on the ballot to Sumhauer@btfny.org (form attached). The BTF will assist buildings in holding elections via email and create a secret ballot through ElectionBuddy.

At each school/site, two elections must be held. After the first election for Delegates has been tallied, ElectionBuddy will remove the successful Delegate candidates from the ballot for Alternates if they have

run for both. The successful candidate for Delegate Chair will be removed from the Building Committee ballot as she/he becomes the chair of the Building Committee. A new ballot will then be sent to all members in the building to elect Alternates and the two (2) remaining Building Committee members.

ElectionBuddy will email the ballot using the personal email address of all BTF members for them to cast their votes. The voting window for each election will be open for seven (7) calendar days after initially sent. One reminder will be sent out by ElectionBuddy two days before voting closes. When the voting window closes, ElectionBuddy will share the results of the election with all members in the building as well as the BTF.

Thank you for your willingness to represent and support your members. It is appreciated more than you will know.