

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

PENSION MEMORANDUM NO. 3, 2024-2025

February 25, 2025

**TO:** THE CHANCELLOR OF THE CITY UNIVERSITY OF NEW YORK, DIRECTORS OF THE BOROUGH/CITYWIDE OFFICES EXECUTIVE DIRECTORS, HEADS OF OFFICES, AND PRINCIPALS OF ALL DAY SCHOOLS

**FROM:** PATRICK FAGAN, CHRO  
DIVISION OF HUMAN RESOURCES

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

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### 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 2025.

### 2. CHANCELLOR'S AUTHORIZED REPRESENTATIVE

Mallory Sullivan 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 write to:

Mallory Sullivan  
65 Court Street, Room 200  
Brooklyn, New York 11201  
e-mail: msullivan3@schools.nyc.gov

### 3. PENSION ELECTION CALENDAR

As prescribed by law, it is essential that the following dates be observed:

**a. Friday - April 11, 2025 - Filing of Nominating Petitions.**

This is the last day for filing nominating petitions. Petitions for Candidate, Alternate Candidate, and Three Tellers must be filed in-person **no later than 5:00 P.M.** in Room 200, 65 Court Street, Brooklyn, New York 11201. All petitions submitted must use the form attached to this memo, which may not be edited. All petition pages must be original and submitted together as one package. No exceptions will be made and no additional submissions will be accepted after the deadline.

**b. Friday - April 25, 2025 - Objection to Nominating Petitions.**

This is the last day for filing objections to nominating petitions which must be filed in- person **no later than 5:00 P.M.** in Room 200, 65 Court Street, Brooklyn, New York 11201. Objections must be submitted together as one package, without exceptions. No supplemental objections will be accepted.

**c. Wednesday - May 7, 2025 - Publication of Nominations.**

- **The Chancellor's Authorized Representative:**
  - i. Reviews submitted objections;
  - ii. Informs objectors to the nominating petitions of determinations made;
  - iii. Notifies schools, colleges and offices of the names of official nominees for election as Teacher-member; and
  - iv. 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. They will also give notice that because only one candidate has been nominated, the remaining steps of the election are cancelled.
  
- **The heads of schools, colleges or offices shall:**
  - i. Give to each contributor in the school, annex or college a copy of the names of all official nominees; and
  - ii. Upon petition of at least ten percent of the contributors in any school, college, or office for a meeting to discuss the merits of the various candidates for teacher-member, shall call such a meeting not more than five days, or less than two days, before Pension Election Day.
  - iii. The Chancellor's Authorized Representative will not be involved in any action designated to the heads of school, colleges or offices.

**d. Tuesday - May 13, 2025 - Last Day for Ballot Distribution.**

The Chancellor's authorized representative will distribute ballots to schools, colleges, and offices.

**e. Wednesday – May 14, 2025 – Pension Election Day.**

Balloting is conducted for the election of a Teacher-Member of the Teachers' Retirement Board. If there is only one candidate, a single ballot is cast by the Chancellor. Please note that CUNY balloting may be scheduled at a different time than K-12 schools.

**f. Tuesday - May 20, 2025 - Counting of the Ballots (if there is more than one candidate).**

Final citywide counting of ballots will take place at **4:00 P.M.** in Room 200 at 65 Court Street, Brooklyn, New York 11201.

**Please note:**

**Other than conspicuously posting this memorandum, no specific actions are currently required by schools and colleges.**

**Additional instructions will be forthcoming after May 7, 2025, in the event that there are two or more properly nominated candidates and an election process is necessary.**

## 2025 PETITION FOR NOMINATION OF CANDIDATE, ALTERNATE CANDIDATE, AND TELLERS FOR THE ELECTION FOR TEACHER-MEMBER OF THE TEACHERS RETIREMENT BOARD

1. We, the undersigned, nominate \_\_\_\_\_ (name, title, location, location code), for candidate for election to the office of Teacher-Member of the Teacher Retirement Board.
2. We nominate \_\_\_\_\_ (name, title, location, location code) for alternate candidate to the office of Teacher-Member of the Teachers Retirement Board in the event of a vacancy caused by death, disability, disqualification, or withdrawal of the candidate occurring prior to the day of election.
3. We nominate three tellers to canvas the final returns at 65 Court Street, Room 200 Brooklyn, New York 11201 on May 20, 2025:

	<u>Name</u>	<u>School/Department</u>	<u>Borough</u>
1			
2			
3			

### SIGNATURES - PLEASE ONLY SIGN ONCE

**NOTE:** The signature of a contributor which appears on more than one petition or more than once on a specific petition shall be void and shall not be counted on any petition.

	<u>DATE</u>	<u>PRINT NAME OF CONTRIBUTOR</u>	<u>SIGNATURE OF CONTRIBUTOR</u>	<u>LOCATION CODE and BOROUGH</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

I hereby certify that all of the signatures, to the number of \_\_\_\_\_ appearing on this petition sheet, are bona fide signatures of contributors known to me.

\_\_\_\_\_  
Signature of Certifying Contributor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location/Borough