

**NOTICE OF NOMINATIONS
FOR ACT-UAW LOCAL 7902 OFFICES
Jan. 28, 2005**

All members in good standing in Local 7902 who taught in the 2003-04 and/or 2004-05 academic years are automatically nominated as of the date of the posting of this notice for the following Local 7902 Executive Board Offices:

| | |
|------------------------|----------------------------------|
| President ¹ | Financial Secretary (Treasurer)' |
| First Vice President' | Recording Secretary' |
| Second Vice President' | Trustee (3 positions) |
| Sergeant at Arms | Guide |

These positions are described on the reverse side of this sheet.

Any member who wishes to accept the nomination for any position listed above must indicate her/his intention in writing, delivered either by certified mail (return receipt requested) or by hand delivery to:

**Election Committee, UAW Local 7902
113 University Place, 6th Floor
New York, N.Y. 10003**

Acceptance of nomination must be received no later than **5 p.m. on Friday, Feb. 18, 2005. No member may accept nomination for more than one Executive Board position.**

A member may nominate any other member or members s/he desires for any position listed above. If a member chooses to nominate another member, s/he must send notification of the nomination in writing either certified mail (return receipt requested) or by hand delivery to the address above. The nominator is required to notify the member being nominated so that the nominee will be aware of her/his obligation to accept the nomination as set forth above. Failure to give such nominee notice will not invalidate her/his nomination nor excuse the nominee's obligation to accept within the deadline set forth above. If a nominee does not respond it shall be deemed a rejection of the nomination.

The election of Executive Board members will occur in March 2005. Each member will receive an official Notice of Election and a Mail Ballot along with instructions and the date by which the ballot must be returned.

If you have questions, please contact us at election@uaw7902.org.
WE CANNOT ACCEPT ELECTION NOMINATIONS VIA E-MAIL!

PLEASE DISTRIBUTE & POST PROMINENTLY

¹ The positions of President, First Vice President, Second Vice President, Financial Secretary, and Recording Secretary will be the Local Union's delegates to the UAW National, State and Area CAP conventions, conferences and meetings.

ACT-UAW Local 7902 Executive Board

All members of the ACT-UAW Local 7902 Executive Board are bound to uphold, support and carry out all the policies of the Local Union and the International Union, UAW, in accordance with the UAW Constitution. There are specific duties assigned to the different positions that constitute the Executive Board, in addition to the general responsibilities that all the positions should share in a fair and effective manner.

Once elected, the Executive Board will determine, based upon the financial condition of the Local, if any compensation and benefits will be paid for any elected position. Traditionally, if any position is compensated it is one or more of the following: President, Vice President, Recording Secretary and/or Financial Secretary. Election to an Executive Committee position does not guarantee a paid job

President

The president is the chief office of the Local. S/he presides over all meetings of the Local, appoints committee members not otherwise elected, serves as an ex officio member of all committees, and countersigns all checks issued by the Financial Secretary. The President may also delegate duties to other board members in order to advance the interests of the membership.

Vice Presidents (2 positions)

The Vice Presidents assist the President in all of her/his duties. In the absence of the President, the First Vice President performs all the duties of the President.

Financial Secretary (Treasurer)

The Financial Secretary is responsible for the Local's accounts. S/he handles all dues and other income, maintains membership lists, and pays the Local's bills. The Financial Secretary also is responsible for the Local's property.

Recording Secretary

The Recording Secretary is responsible for all the records of the Local and has the general responsibility for the Local's correspondence (except correspondence that is directly related to the duties of the other officers).

Trustees (3 positions)

The Trustees conduct biannual audits of the Local's funds and property.

Sergeant-at-Arms

The Sergeant-at-Arms maintains orders at membership meetings. This can mean helping to check-in members at meetings and ensuring that discussion is orderly. The Sergeant-at-Arms introduces new members and visitors and performs other duties as assigned.

Guide

The Guide helps to preserve order at meetings and to assure that everyone present is a member in good standing. The Guide performs other duties as assigned.