

Instructions for the 2026 Election Teacher-Member of the Teachers' Retirement Board

**For Principals, Supervisors, Heads of Colleges
(with attachment for posting)**

PRIOR TO ELECTION DAY

Please read this entire packet upon receipt and before election day.

Wednesday, May 6, 2026

On **Wednesday, May 6, 2026**, the names of the candidates shall be shared with all current, active TRS contributors. Superintendents, principals, supervisors, heads of colleges, and heads of offices may share this information in the most efficient way possible. A handout is attached to this form (see page 7) and can be provided to employees.

Discussion Meetings – May 6, 2026 – May 11, 2026

Upon petition of ten percent of the active TRS contributors within any school or college, the principal or person in charge shall call a meeting for the discussion of the merits of the various candidates for teacher-member of the retirement board. The meeting must occur not more than five school days (Wednesday, May 6, 2026) nor less than two school days (Monday, May 11, 2026) prior to the date of election in each year. After the principal or person in charge of the school or college (or their authorized representative) has called such meeting to order, the contributors present shall proceed to elect by plurality vote a chairperson and a secretary. The chairperson of such meeting shall be responsible for the conduct of the meeting.

By Tuesday, May 12, 2026

By the close of business on **Tuesday, May 12, 2026**, all schools, offices, and colleges will receive a ballot box, ballots, and directions for the election. Boxes will be dropped off via courier. If your school or office has not received such a package by the date above, please reach out IMMEDIATELY to ElectionTRS@schools.nyc.gov and include your school or office address.

ELECTION – begins WEDNESDAY, MAY 13, 2026

These are the directions for the election day. Please be advised that the process may alter slightly for K-12 schools and CUNY schools.

K-12 schools will hold the election **on Wednesday, May 13, 2026 from 3:00 pm until 5:00 pm only.**

CUNY schools will hold the election on **Wednesday, May 13, 2026 and Thursday, May 14, 2026** from **9:00 am until 5:00 pm only** on both days.

If a superintendent, principal, head of schools or department, or persons in charge designates a representative to call the meeting to order, only active TRS contributors may be designated as their representatives.

I. Election Meeting Called to Order

- *K-12:* The Principal or representative shall call the meeting to order at **3:00 pm**. There shall be no electioneering or discussion of candidates during the meeting.
- *CUNY:* The CUNY representatives on each campus shall set up the election by **9:00 am** each day in a clearly identified space. The chairperson shall then announce the opening of the balloting, which shall continue until 5:00pm that day and from 9:00 am until 5:00 pm of the next succeeding school day. There shall be no electioneering or discussion of candidates during the meeting.
- Only current, active contributors may vote. Retirees are not eligible to vote.

II. Preliminary Written Vote for Chairperson and Secretary of the Election

The contributors present at the meeting shall proceed to elect from their number by written ballot, a chairperson and a secretary. The chairperson of the balloting shall be responsible for the proper conduct of the election. The candidate with the most votes in each instance shall be declared elected as chairperson and secretary. Ballots for the chairperson and secretary are not included in the election package. The chairperson of the meeting shall be responsible for the proper conduct of the election.

III. Appointment of Election Tellers

The chairperson elected shall then appoint from the contributors at least one teller for each nominated teacher-member candidate. The appointed teller must be an acknowledged supporter of the candidate. There must be at least three tellers present during the election.

IV. Contributor Sign-In and Ballot Distribution

In the presence of the chairperson and tellers, voting contributors present at the meeting shall print and sign the contributors' list and will receive a single ballot.

V. Vote by Written Secret Ballot for Teacher-Member of the Retirement Board

The contributor shall mark their ballot in secret. As their name is called, each contributor shall then deposit their ballot in the official ballot box.

VI. Collection of Ballots

Spoiled or damaged ballots shall be returned to the chairperson of the meeting. Both the contributor and the chairperson shall certify on the face of the ballot that it is VOID, and the voided ballot shall be deposited in the ballot box, and another ballot issued to the contributor.

- For *K-12* schools, the chairperson shall call each contributor by name to deposit their ballot in the official ballot box.
- For *CUNY*, each contributor shall deposit their ballot in the official ballot box once marked.

VII. Voting Procedures for Special Teachers, Supervisors and Directors

Contributors designated as special teachers, supervisors, directors and/or other titles who are not assigned to a single school shall vote and sign the contributors' signature blank in the school or voting place nearest to their schools or office.

VIII. Voting Procedures for All Other Contributors Not Assigned to Schools

- For *K-12* schools, voting places shall be provided for all other contributors not assigned to schools. In lieu of any other voting site, contributors not assigned to

schools may vote at 65 Court Street, Room 200, Brooklyn, NY 11201 on May 13, 2026 at 3:00 pm. The office will be open as early as 2:30 pm for contributors to enter. Any person who appears at 65 Court by 3:00 pm with a valid ID will be permitted to vote. Any additional central voting sites for contributors not assigned to schools will be announced after May 6, 2026.

- For *CUNY*, voting places shall be provided for all other contributors not assigned to schools. Any contributor not assigned to a school may vote on their nearest campus on either May 13, 2026 or May 14, 2026 between 9:00 am and 5:00 pm.

No provision can be made for active contributors who are absent on the days of the election.

IX. Tallying the Votes

- For *K-12* schools, after all the contributors present in the voting place have had an opportunity to vote, the tellers shall publicly open the ballot box, count the ballots, tally and announce the vote for teacher-member of the retirement board. After the tally, the chairperson and secretary and tellers shall prepare and sign the Election Return Tally Sheets for teacher-member in triplicate.
- For *CUNY*, the tellers shall publicly open the ballot box, count the ballots, tally and announce the vote for teacher-member of the retirement board once for each voting day. *CUNY* votes will be tallied for each day of voting, and Election Return Tally Sheets shall be prepared and signed for teacher-member in triplicate for each day.

X. Posting and Sending Results

All steps below must be followed immediately after the votes have been counted.

Posting Results

- For *K-12* schools, one copy of the Election Return Tally Sheet shall be posted on the official bulletin board of the building in which the voting took place.
- For *CUNY*, there shall be no posting of an Election Return Tally Sheet after the first day, but one copy of the Election Return Tally Sheet shall be posted on the official bulletin board of the building in which the voting took place after the second day's voting has been balloted.

Sending Results to the Chancellor's Representative

- For *K-12* schools, one copy of the Election Return Tally Sheet shall be sent immediately after the tally by mail to the Chancellor's authorized representative (address below), using the envelope included with the ballot box.
- For *CUNY*, one copy of the Election Return Tally Sheet shall be sent immediately by mail, at the end of each day of voting, to the Chancellor's authorized representative (address below) using the envelope included with the ballot box.
- If the envelope was not included in the ballot box or has been misplaced, the Election Return Tally Sheet shall be sent to:
The Chancellor's Representative
Office of Employee Relations, DHR
NYC Department of Education
65 Court Street, Room 200
Brooklyn, New York 11201

Sending Results to TRS

- For *K-12 schools*, one copy of the Election Return Tally Sheet shall be forwarded immediately by mail to the Executive Director of the Retirement System (address below) at the end of voting.
- For *CUNY*, one copy of the Election Return Tally Sheet shall be forwarded immediately by mail to the Executive Director of the Retirement System (address below) at the end of each day of voting.
- If the envelope was not included in the ballot box or has been misplaced, one copy of the Election Return Tally Sheet shall be sent to:
Executive Director
Teachers' Retirement System
55 Water St., 2nd Floor
New York, New York 10041-0043

XI. Post-Election Materials Return

- For *K-12* schools, the chairperson shall deposit all cast ballots, spoiled ballots, unused ballots and the contributors' signature list back into the official ballot box, seal the box, and immediately deliver it to the principal or individual in charge of the school building or annex. A receipt shall be given to the person making the delivery. The principal or individual in charge of the school building or annex shall retain the sealed ballot box for six months following the date of voting, or until a special election is called for another teacher-member vacancy, whichever occurs first.
- For *CUNY* schools, at the end of the first day of voting, the chairperson shall place all cast and spoiled ballots in a sealed envelope labeled "First Day" and keep the envelope in the ballot box, together with the first day's Election Return Tally Sheet and the contributors' signature list. At the end of the second day of voting, the chairperson shall place all ballots cast or spoiled that day, and any unused ballots, the Election Return Tally Sheet and the contributors' signature list in the ballot box. The chairperson shall seal the box and deliver it immediately to the person in charge of the college. A receipt shall be given to the person making the delivery. The person in charge of the college shall retain the sealed ballot box for six months following the date of voting, or until a special election is called for another teacher-member vacancy, whichever occurs first.

AFTER ELECTION DAY

I. Counting the Ballots

Final citywide counting of the ballots will take place, presided by the Chancellor's representative, on **Tuesday, May 26, 2026** at **4:00 pm** in Room 200 at 65 Court Street, Brooklyn, NY 11201. The Executive Director of the retirement system (or their authorized representative) must also be present with the Election Return Tally Sheets that have been received by their office.

Each candidate for election to the office of teacher-member (or their authorized representative) is entitled to be present to witness the count. The tellers designated on the nominating petition, together with the Chancellor's representative (i.e., the pension election committee), shall record and tally the vote cast in the respective schools, annexes and colleges for each candidate for the office of teacher-member. The Chancellor's representative shall call for a report of the vote cast in each school, annex or college.

If the accuracy of any Election Return Tally Sheet is questioned or if the Election Return Tally Sheet of a voting place is missing, the vote recorded on the copy of the Election Return Tally Sheet filed with the executive director of the retirement system shall be used. The total vote for each candidate as recorded on the Election Return Tally Sheets from all voting places shall be announced.

II. Announcing the Election Results

The candidate receiving the greatest number of votes shall be declared elected. The pension election committee shall certify the election results, and the Chancellor's representative will immediately transmit the certification to the retirement board. The newly elected teacher-member shall take office immediately.

III. Post-Election Materials Retention

Election Return Tally Sheets, and all other records including ballots and contributors' signature lists must be retained for at least six months following May 14, 2026.

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This is the last page of guidance for the election. Questions regarding the election may be sent to ElectionTRS@schools.nyc.gov.

On the next page, please see the handout for the Election for Teacher-Member of the Teachers' Retirement Board. This handout may be distributed to active TRS contributors and/or posted in buildings where TRS contributors work.

**2026 Election for Teacher-Member
of the Teachers' Retirement Board**
(please post and distribute to active TRS contributors)

On **Wednesday, May 13, 2026**, the election for a three-year term as a Teacher-Member of the Teachers' Retirement Board will be held at schools and colleges with active TRS contributors. This election is being held pursuant to *Section 13-507 of the Administrative Code of the City of New York*.

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.

Only current, active TRS contributors may vote in this election

The candidates for election are:

- **Frank Panebianco (alternate: Craig Parise)**
- **Thomas Brown (alternate: Joseph Usatch)**
- **David Kazansky (alternate: Benjamin Morgenroth)**

Active contributors will vote in their school building or on their college campus. Voting places shall be provided for all other contributors not assigned to schools.

K-12 schools will hold the election on Wednesday, May 13, 2026 from 3:00 pm until 5:00 pm only. K-12 contributors who are not assigned to a school may vote at 65 Court Street at 3:00 pm if a voting site is not provided in their building.

CUNY schools will hold the election on both Wednesday, May 13, 2026 and Thursday, May 14, 2026 from 9:00 am until 5:00 pm only.

If any active contributor needs information as to where they can vote, please email ElectionTRS@schools.nyc.gov between May 7, 2026 and May 13, 2026.

**Questions regarding this election may be directed to building supervisors
or sent to ElectionTRS@schools.nyc.gov.**