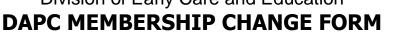
New York City Administration for Children's Services Division of Early Care and Education





INSTRUCTIONS:

Complete one form for each DAPC member (*officer, non-officer and or Community Representative*) that needs to be replaced. Replacements should take place within 30 days removal or resignation from the DAPC. If the member that is being replaced is also a member of the Delegate Agency Site Parent Committee and Classroom Parent Committee, they must be replaced at those levels as well. If an Alternate Representative was elected to shadow them during the initial election process then you do not need to hold another classroom election to replace the removed DAPC member. If an Alternate Representative was not elected to shadow representatives from their Classroom Parent Committee, then you will have to conduct an election in the classroom where the removed DAPC member came from. **NOTE: An Alternate** Representative taking the place of a DAPC member does not automatically take the <u>ELECTED OFFICE</u> of the member they are replacing. At each level, an election must be conducted, among the members to determine who takes over the vacated office.



NYC Administration for Children's Services Division of Early Care and Education DAPC MEMBERSHIP CHANGE FORM



SUBMIT ONE FOR EACH DAPC MEMBER THAT IS REPLACED

Delegate Agend	cy:		
Election Coordinator:		Telephone Number:	
About the outg	joing member:	Date of Removal or Resignation:	
DAPC Member	er Being Replaced:		
DAPC Officer	Title (if applicable):		
DASPC Officer Title (if applicable):		Site:	
Classroom Of	fficer Title:		
On what Com	nmittee level is the represen	ntative being replaced? []DAPC, []Site PC,	
[] Classroom (c	check all that apply)		
About the inco	ming member:		
	_	Date Added:	
0			
0	Email	Telephone :	
0		Classroom:	
			
About the vac	cated membership:		
• If the vacati	ing member held an offic	ce (i.e. Chairperson, Treasurer) then an election must tak	ce place
to elect a re	eplacement for the vacate	red office. If applicable, what was the date of the election	?
What Office	was won by whom?		
	•	es where they were voted off of the DAPC and the letter s	
		Documents attached ☐ Yes ☐ No	icht to
	-		
	-	ation letter. Letter Attached Yes No	
Comment:			
Election Coordina	ator Signature	Date Director's Signature Date	<u> </u>