



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

**DAPC MEMBERSHIP CHANGE FORM**



**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 ELECTED OFFICE 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 Agency: \_\_\_\_\_

Election Coordinator: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**About the outgoing member:**

Date of Removal or Resignation: \_\_\_\_\_

- DAPC Member Being Replaced: \_\_\_\_\_
- DAPC Officer Title (if applicable): \_\_\_\_\_
- DASPC Officer Title (if applicable): \_\_\_\_\_ Site: \_\_\_\_\_
- Classroom Officer Title: \_\_\_\_\_
- On what Committee level is the representative being replaced? [ ] DAPC, [ ] Site PC,  
[ ] Classroom (check all that apply)

**About the incoming member:**

- New DAPC Member: \_\_\_\_\_ Date Added: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Email \_\_\_\_\_ Telephone : \_\_\_\_\_
  - Originating Site: \_\_\_\_\_ Classroom: \_\_\_\_\_

**About the vacated membership:**

- If the vacating member held an office (i.e. Chairperson, Treasurer) then an election must take place to elect a replacement for the vacated office. If applicable, what was the date of the election?  
\_\_\_\_\_
- What Office was won by whom? \_\_\_\_\_
- If **removed**, attach meeting minutes where they were voted off of the DAPC and the letter sent to them informing them of the action. **Documents attached**  **Yes**  **No**
- If they resigned, attach their resignation letter. **Letter Attached**  **Yes**  **No**
- Comment: \_\_\_\_\_

Election Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_ Director's Signature \_\_\_\_\_ Date \_\_\_\_\_