

## Election Procedures

Upon the resignation or three (3) year term expiration of a trustee, the Board is authorized to call for an election as prescribed in Section 6-141.

The Secretary of the Board (the CFO) shall provide a written notice to all eligible employees of the vacancy(s), date of election and shall contain a statement that all employees of the defined benefits plan who desire to qualify as a candidate **must within fifteen (15) days from the date of the notice** express such desire in a certified mailed or hand-delivered letter addressed to the Secretary of the General Employees Pension Board or his/her designee. The notice shall be disseminated via:

1. city-wide e-mail
2. payroll checks (letter attached or message printed on checks)
3. memo w/attached notice to all department and agency heads requesting that the attached notice be posted in all appropriate places within their offices.

*(A current list of active employees from the Department of Information Technology should assist in determining an employee's eligibility.)*

Upon completion of the qualifying period and identification, qualification and verification that candidates are members of the Defined Benefits Plan, the list of eligible candidates shall be submitted at the next board meeting for approval.

Once the qualifying period has ended and the candidates have been qualified and verified as a member of the Defined Benefits Plan, the name of the candidate(s) and accompanying bio shall be disseminated to eligible employees to vote not less than thirty (30) days or more than forty-five (45) days before the election.

The Secretary of the Board or his/her designee shall request each department and/or agency head to select or identify an election contact coordinator (i.e., departmental human resource officer, payroll clerk, etc) to take possession of the ballots and related material (voter list, announcement letter, candidates bio, etc.) a week or two prior to the election;

The election contact coordinator shall also be responsible for:

1. counting all ballots
2. verifying the list of employees eligible to vote in the election
3. posting notice of election dates
4. designating a private area for voting
5. placing all executed ballots in a box or container
6. Securing the location where cast ballots are stored
7. Transporting the ballots to the location at City Hall designated by the Secretary or his/her designee

The Secretary and his/her selected volunteers shall count the ballots and submit the results to the Board at the next board meeting.

The Board shall vote to accept or reject the results of the election.

If the Board accepts the election results, the newly elected member(s) as well as the unsuccessful candidates shall be notified immediately of the election results.

If the election results are rejected by the Board, the election shall be officially canceled and another election shall be scheduled in accordance with Section 6-141 of the Code of Ordinances.