

## RETIREMENT BOARD ELECTION PROCEDURES

The following Retirement Board Election Procedures are in Compliance with  
Administrative Code Sections 16.550 – 16.564

Schedule Date (s)	Procedures by Retirement Board and Department of Elections	Ordinance Deadlines
Tuesday, June 14, 2011	Retirement Board declares vacancy will occur and specifies dates during which ballots may be marked and when election will be held	Six and a half months prior to the 1 <sup>st</sup> voting day.
Monday, August 22, 2011 through Friday, September 16, 2011	Nominations for election	Not less than 31 days
Monday, September 19, 2011	Retirement System notifies Department of Elections of the certified nominees to be placed on the ballot	120 Days prior to the first day of voting.
Tuesday, October 18, 2011	Department of Election requests that Department Heads designate election officers.	90 Days prior to the first day of voting.
Friday, October 28, 2011	Candidates Statements due to Department of Elections	
Thursday, November 3– Friday, November 4, 2011	Department of Elections to allow Candidates to review and correct typeset Statements	
Friday, November 5, 2011	Department of Elections to select order of Candidates names on ballot by lot at 12:00	
Monday, November 14, 2011	Candidates to submit vendor name (printer/mailling house) to Department of Elections for release of mailing labels	
Thursday, November 17, 2011	Retirement System furnishes Department of Elections with voting labels of the active and retired members of the Retirement System	60 Days prior to the first day of voting.
Monday, December 12, 2011	Department of Elections sends written instructions to departments on election procedures	35 Days prior to the first day of voting.
Tuesday, December 27, 2011	Department of Elections mails ballots to active and retired members	21 Days prior to the first day of voting.
Wednesday, December 28, 2011	Department of Elections begins to redistribute any returned ballots from active members through Inter-Office mail.	2 Days prior to the first day of voting.
Friday, January 6, 2012	Retirement furnishes Department of Elections with supplemental voting list of both added active and retired eligible voters.	10 Days prior to the first day of voting.
Tuesday, January 10, 2012	Department of Elections to release supplemental mailing labels to designated vendor	
Monday, January 16, 2012 through Friday, January 27, 2012	Official election dates	Monday, January 16, 2012 is the first day of voting

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Monday, January 30, 2012	Retirement System Executive Director attests to Department of Elections whether there is a retired member serving as a trustee.	5 Days after the close of voting
Wednesday, February 1, 2012	By this date, Department of Elections counts ballots and certifies name of person receiving largest number of voters.	
Monday, February 20, 2012	Elected member takes seat on the Retirement Board for full five- (5) year term.	