

## RETIREMENT BOARD SPECIAL 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
<b>Wednesday, June 13, 2012</b>	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. <b>(waived for Special Election)</b>
Monday, June 25, 2012 through Friday, July 27, 2012	Nominations for election	Not less than 31 days
<b>Monday, July 30, 2012</b>	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. <b>(waived for Special Election)</b>
<b>Tuesday, July 31, 2012</b>	Department of Election requests that Department Heads designate election officers.	90 Days prior to the first day of voting. <b>(waived for Special Election)</b>
Friday, August 3, 2012	Candidates Statements due to Department of Elections	
Thursday, August 9 – Friday, August 10, 2012	Department of Elections to allow Candidates to review and correct typeset Statements	
Friday, August 10, 2012	Department of Elections to select order of Candidates names on ballot by lot at 12:00	
Friday, August 10, 2012	Candidates to submit vendor name (printer/mailing house) to Department of Elections for release of mailing labels	
<b>Friday, August 10, 2012</b>	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. <b>(waived for Special Election)</b>
<b>Monday, August 13, 2012</b>	Department of Elections sends written instructions to departments on election procedures	35 Days prior to the first day of voting. <b>(waived for Special Election)</b>
<b>Thursday, August 23, 2012</b>	Department of Elections mails ballots to active and retired members	21 Days prior to the first day of voting. <b>(waived for Special Election)</b>
Wednesday, August 29, 2012	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.
<b>Friday, August 31,</b>	Retirement furnishes Department of Elections with	10 Days prior to the

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2012	supplemental voting list of both added active and retired eligible voters.	first day of voting. <b>(waived for Special Election)</b>
Tuesday, September 4, 2012	Department of Elections to release supplemental mailing labels to designated vendor	
Tuesday, September 4, 2012 through Tuesday, September 18, 2012	Official election dates	Tuesday, September 4, 2012 is the first day of voting
Wednesday, September 19, 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, September 19, 2012	By this date, Department of Elections counts ballots and certifies name of person receiving largest number of voters.	
Thursday, September 20, 2012	Elected member takes seat on the Retirement Board for full five (5) year term.	