

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
Wednesday, June 10, 2015	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 st voting day.
Monday, August 24, 2015 through Monday, September 21, 2015	Nominations for election	Not less than 31 days
Wednesday, September 23, 2015	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.
Monday, October 19, 2015	Department of Election requests that Department Heads designate election officers.	90 Days prior to the first day of voting.
Friday, October 30, 2015	Candidates Statements due to Department of Elections	
Thursday, November 5 – Friday, November 6, 2015	Department of Elections to allow Candidates to review and correct typeset Statements	
Friday, November 6, 2015	Department of Elections to select order of Candidates names on ballot by lot at 12:00	
Thursday, November 12, 2015	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.
Friday, November 13, 2015	Candidates to submit vendor name (printer/mailling house) to Department of Elections for release of mailing labels	
Monday, December 14, 2015	Department of Elections sends written instructions to departments on election procedures	35 Days prior to the first day of voting.
Monday, December 21, 2015	Department of Elections mails ballots to active and retired members	21 Days prior to the first day of voting.
Friday, January 8, 2016	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 12, 2016	Department of Elections to release supplemental mailing labels to designated vendor	
Friday, January 15, 2016	Department of Elections redistributes any returned ballots from active members through Inter-Office mail.	2 Days prior to the first day of voting.
Monday, January 18, 2016 through Friday,	Official election dates	Monday, January 18, 2016 is the first day of

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January 29, 2016		voting
Monday, February 1, 2016	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 3, 2016	By this date, Department of Elections counts ballots and certifies name of person receiving largest number of voters.	
Sunday, February 21, 2016	Elected member takes seat on the Retirement Board for full five (5) year term.	