

PROCEDURES FOR THE ELECTION OF A TRUSTEE EMPLOYEES' RETIREMENT SYSTEM

Under Article 22, Sections 5 (b)(2), (b)(4) and 21(a) of the Baltimore City Code, the Board of Trustees ("Board") of the Employees' Retirement System of the City of Baltimore ("ERS") has the responsibility to adopt rules and regulations to govern the election of active member trustees and retiree trustees. The following Trustee Election Procedures were originally adopted at the February 16, 1990, Joint Meeting of the Boards of Trustees. Subsequent amendments were made as follows:

Amended December 19, 1991	Amended February 26, 2004 (ERS)
Amended January 16, 1992	Amended July 21, 2005
Amended August 17, 1995	Amended June 21, 2007 (schedule only)
Amended April 25, 1996	Amended July 19, 2007
Amended August 19, 1999 (ERS)	Amended June 23, 2011
Amended March 16, 2000	Amended February 21, 2013
Amended April 19, 2001	Amended March 21, 2013
Amended July 17, 2003 (ERS)	Amended March 19, 2015
	Amended May 16, 2019

Active member and retiree trustees of the Board are elected to serve four year terms. If a vacancy occurs in the office of an elected trustee, an election shall be held to fill that particular vacancy according to the guidelines established.

I. ELECTION SCHEDULE

- A. Before the announcement of an election, the Board will adopt a schedule to conduct the election. There will be at least 60 days between the announcement date and the final date for submitting petitions.
- B. The following must occur within approximately 130 days:
- Board approval to begin election process
 - Election Notice distributed City wide, posted on ERS and City websites, and eblasted
 - Last day for filing petitions with ERS
 - Petitions & bios verified & electronic pictures of candidates obtained
 - Candidates' names sent to outside election company, if any
 - Ballots mailed
 - Tabulate ballots
 - Executive Director presents election results to Board for confirmation
 - Confirmed election results sent to Department Heads

II. PUBLICATION OF ELECTION NOTICE

Announcements of all trustee elections will be posted on the ERS and City websites, and will be Eblasted continuously until the Petition filing deadline. The Announcement will include the term of office, duties of the trustee, election procedures and schedule, the number of valid signatures required to petition a candidate to the ballot and procedure for eligible voters to obtain a replacement ballot if the original ballot was not received.

Additionally, for retiree trustee elections, information will be sent to retired members' home addresses on file with the BNY/Mellon or ERS payroll records, referring interested retired members to the notice on the ERS website.

III. CANDIDATE ELIGIBILITY

A. Employees' Retirement System

1. Active Member Trustee

A candidate for active member trustee must be an active member of the ERS.

2. Retiree Trustee

A candidate for retiree trustee must be a retired member of the ERS and must be on the ERS retirement payroll. Beneficiaries of retired members are not eligible to run for the office of retiree trustee.

IV. VOTER ELIGIBILITY

A. Active Member Trustee Election

Only active members of the ERS are eligible to vote in the election for the active member trustee.

B. Retiree Trustee Election

1. Only retired members of the ERS who are on the ERS retirement payroll as of a relevant date determined by the Board are eligible to participate in voting for the retiree trustee.

2. Beneficiaries of retired members may not participate in the voting for the retiree trustee.

V. PETITION FOR CANDIDACY

A. Application for Petition

A candidate must come to the ERS office and file an Official Application for Petition. A retiree candidate may also file an Official Application for Petition by mail. This application must contain the applicant's full name, social security number, current (if active) or former (if retired) City job title or classification, business and home address, phone and fax numbers, and e-mail address. Upon the completion of this application, a candidate is given an authorized petition.

B. Filing of a Petition

A candidate's name will be placed on the ballot after submitting to the ERS Executive Director a petition with the following number of valid signatures:

For an ERS Active Member Trustee: 200 signatures

For an ERS Retiree Trustee: 5 signatures

C. Information Required on the Petition

The petition will require the candidate's name, job title or position, department or agency, last 4 digits of the social security number and signature. Also required are the printed name, signature, last four digits of the social security number, job title or position, and department or agency of those active members or retirees signing the petition.

In order to be valid, completed petitions must be submitted to the Executive Director of the ERS and date-stamped on or before the filing date established by the Board.

A member or retiree can sign one candidate's petition where there is one position open for election and more than one where there are two or more positions open for election. All signatures will be verified.

Where a member or retiree signs more than one petition, only the signature on the first petition received by the ERS will be counted.

D. Form of the Petition

The petition should contain the following statement:

To the Board of Trustees of the Employees' Retirement System:

We, the undersigned (active/retired) employees/members of the Employees' Retirement System present, _____ (name) _____ as a candidate for the office of trustee to serve on the Board of Trustees of the Employees' Retirement System for the four year term beginning (Date) and ending (Date)

I, _____ (Name) _____, declare that I am (currently employed as a [Job title] with the [Department]/a retired member of the Employees' Retirement System) and consent to serve as the ERS (active member/retiree) trustee, if elected.

(Nominee's Signature)

We, the undersigned, individually certify that we are (active/retired) members of the Employees' Retirement System.

<u>Printed Name</u>	<u>Signature</u>	<u>Last 4 of SSN</u>	<u>Job Title</u>	<u>Department</u>
---------------------	------------------	----------------------	------------------	-------------------

NOTE: Only the last four digits of the social security number are required so that member/retiree confidentiality can be maintained while still allowing ERS staff to validate that those signing the petitions are active members or retirees, as applicable, of the ERS.

E. Validation of Petition Signatures

The staff of the ERS will verify that the signators of the submitted petitions are members or retirees, as applicable, of the ERS and that the petition contains the requisite number of signatures.

F. Notification to Candidates

Upon completion of the validation process, the Executive Director will notify each candidate whether or not he/she qualified for entry on the ballot.

VI. NUMBER OF CANDIDATES SAME AS POSITION(S) OPEN

A. In an election to fill one trustee position if only one eligible candidate is petitioned to the ballot, the ERS Executive Director is not required to print and distribute ballots. The Executive Director shall notify the Board at the meeting immediately following the last day for submission of petitions that only one candidate qualified for the election. The Board shall declare that candidate as the trustee elected to the Board.

B. In an election where two trustee positions are to be filled concurrently, if only two eligible candidates are petitioned to the ballot, the ERS Executive Director is not required to print and distribute ballots. The Executive Director shall notify the Board at the meeting immediately following the last day for submission of petitions that only two candidates qualified for the election. The Board shall declare the two candidates as the trustees elected to the Board.

VII. CONDUCT OF THE ELECTION, THE BALLOT AND INSTRUCTIONS, MAILING AND COUNTING OF BALLOTS

A. Election Methods

1. Active members and retirees may have one or more forms of voting options available to them, as determined by the Board. If multiple methods of voting are utilized, only the first vote cast by a member will be counted.

2. The Board, in its discretion, will determine whether the election will be conducted by mail, by telephone, or online, or by one or more methods.

3. The Board will select a firm experienced in conducting elections. The responsibilities of the firm may include:

- Preparing the ballot format and content for approval by the ERS;
- Arranging for election by mail, by telephone or online;
- Ensuring the confidentiality and privacy of votes;
- Preparing a report detailing the election results;
- Tabulating and providing the certification of results within twenty-four hours of the elections; and
- Retaining all ballots and related files for a one-year period.

B. Contents of the Ballot

The ballot shall contain:

1. the candidates' names listed in alphabetical order.
2. a biographical statement limited to 250 words, subject to review by the Executive Director, and a passport electronic photograph of each

candidate. The biography shall include name, city/county of residence, education, current/past job titles and experience, and community affiliation. The statement will be published with the ballot. The biographical statement and photograph should be presented to the Executive Director along with presentation of the completed petition.

3. Voting instructions.

C. Form of the Ballot

The official ballot shall include instructions and candidate biographies in a format similar to the following:

Employees' Retirement System
of the City of Baltimore
Election for (Active Member/Retiree) Trustee

VOTING INSTRUCTIONS FOR MAIL-IN BALLOT

Below is your ballot for selection of (active member/retiree) trustee to serve on the Board of Trustees of the Employees' Retirement System. Your ballot package consists of one (1) Official Ballot and one (1) Return Envelope. If any of these items are not included, please contact _____ for help.

Mark your selection by placing an (X) or (✓) in the box to the left of the candidate of your choice. Vote for only one (1) candidate.

Do not write your name or otherwise identify yourself on the ballot. Do not put any other materials in the envelope. Do not make any marks on the return envelope. Detach ballot and place in the enclosed postage paid return envelope. **NO ADDITIONAL POSTAGE IS NECESSARY ON THE ENVELOPE.**

You must mail this ballot in time to arrive no later than (date) . Ballots hand delivered to the ERS office or ballots received after the aforementioned date will **NOT** be accepted.

While you may vote by multiple methods, only the first you cast will count toward the election results.

David A. Randall, Executive Director
Employees' Retirement System

SAMPLE MAIL-IN BALLOT

CITY OF BALTIMORE
EMPLOYEES' RETIREMENT SYSTEM
OFFICIAL 2019 ELECTION BALLOT
BOARD OF TRUSTEES

Term: January 2020 – December 2023 Vote for only one / two candidate(s).

Place an (X) or (✓) in the box to the left/right of the candidate of your choice

John Doe

Peter Johns

Mary Smith

Biographies and photographs of the candidates are provided.
Your reply envelope must be received no later than _____.

City of Baltimore Employees' Retirement System
Candidate(s) Biographical Information

John Doe
John Peters
Mary Smith

**YOU MAY CHOOSE ONLY ONE VOTING METHOD.
TO VOTE BY TELEPHONE OR ONLINE, PLEASE SEE ENCLOSED INSTRUCTIONS.**

CITY OF BALTIMORE EMPLOYEES' RETIREMENT SYSTEM

SAMPLE INSTRUCTIONS FOR VOTING BY TELEPHONE

1. Call ----- from a touch-tone phone.
2. Enter your individual Personal Identification Number (PIN) printed above your number and address below.
3. Enter the last 4 digits of your Social Security number.
4. Vote (follow instructions given).

YOU MAY CHOOSE ONLY ONE VOTING METHOD. IF YOU VOTE BY TELEPHONE, YOU MAY NOT VOTE BY MAIL OR ONLINE.

For voting by mail or online, see enclosed Instructions.

Telephone voting system is in operation 24 hours a day, 7 days a week.

The deadline for voting is 12 Noon EDT, _____.

If you experience any problem with the system or need to request a duplicate instruction sheet, please call ----- (Monday to Friday, 9 a.m. to 5 p.m., EDT)

CITY OF BALTIMORE EMPLOYEES' RETIREMENT SYSTEM

SAMPLE INSTRUCTIONS FOR VOTING ONLINE

1. Visit www.-----.com.
2. Enter your individual Personal Identification Number (PIN) printed above your number and address below.
3. Enter the last 4 digits of your Social Security number.
4. Vote (follow instructions given).

YOU MAY CHOOSE ONLY ONE VOTING METHOD. IF YOU VOTE ONLINE, YOU MAY NOT VOTE BY MAIL OR TELEPHONE.

For voting by mail or telephone, see enclosed Instructions.

Online voting system is in operation 24 hours a day, 7 days a week.

The deadline for voting is 12 Noon EDT, _____.

If you experience any problem with the website or need to request a duplicate instruction sheet, please call ----- (Monday to Friday, 9 a.m. to 5 p.m., EDT)

(End of sample ballot & instructions)

D. Numbering the Ballots

The ballots shall be numbered for internal control purposes as well as to maintain anonymity.

E. Address for Mailing of Ballot

Ballots will be mailed directly to the home address of all members eligible to vote in the election. The home address used will be the address on file with the BNY/Mellon or ERS payroll records.

F. Ballots returned as undeliverable will not be forwarded.

G. Ballot not Received by Member

Anyone eligible to vote who does not receive the mail ballot must call the number established to address election problems.

VIII. PRESENTATION OF RESULTS TO BOARD OF TRUSTEES

In an election for one trustee, the candidate receiving the highest number of votes shall be reported to the Board at the meeting immediately following the election. The Board shall declare this candidate as the trustee to serve on the Board.

In an election held concurrently for two trustees, the eligible candidates receiving the first and second highest number of votes shall be reported to the Board at the meeting immediately following the election. The Board shall declare these candidates as the trustees to serve on the Board.

IX. PUBLICATION OF RESULTS

After the trustee election results are determined, the ERS Executive Director will publicize the election results by posting the results on the ERS website and via Elbast.

** At its meeting held 8/19/1999, it was the consensus of the Board that only the last 4 digits of a member's social security number be requested on the petition.*

At their meeting held 4/25/1999, the Joint Boards approved the March 22, 1999 Chairmen's memo requesting that members be allowed to sign more than one Petition. At the 7/21/2005 meeting, the ERS amended this provision to allow members to sign more than one Petition only when there are more than two elected positions, and only one when there is only one elected position.

At their meeting held 3/16/2000, the Joint Boards approved various technical language amendments within the election procedures.

At its meeting held 2/26/2004, the Board approved including candidate's photos on the election ballots.

At its meeting held 7/19/2007, the Board approved utilizing telephone, online and mail voting options for trustee elections.

At its meeting held 3/21/13, the ERS Board approved changing to only two voting options, by mail and telephone.

At its meeting held 3/19/2015, the Board approved use of an outside firm or in-house elections and use of one or more voting options.