

**BOARD OF TRUSTEES OF THE
EMPLOYEES' RETIREMENT SYSTEM OF THE
CITY OF BALTIMORE**

**POLICY AND PROCEDURES FOR
ELECTING CHAIR AND VICE-CHAIR OF THE BOARD OF TRUSTEES**

Adopted January 18, 1990

Revised January 16, 1992, July 19, 2001, February 26, 2004, November 20, 2014, December 17, 2015

Article 22, Section 5(h) provides that "The Board of Trustees shall by a majority vote of all its members elect from its membership a chairman." The current Board of Trustees ("Board") of the Employees' Retirement System of the City of Baltimore ("Retirement System"), as a matter of good operating policy, reviewed this process and hereby adopts the following.

1. The term of office of Chair shall be for two years beginning with January 1 and ending two years hence on December 31.
2. The regularly scheduled nominations and election for Chair will be held at the December meeting of the Board in the year that the current term of the Chair expires. No second will be required for a nomination and a member may nominate any member of the Board, including himself or herself.
3. Any member or designee may be elected Chair.
4. Voting shall be by written ballot. If on the first ballot, no candidate receives a majority of the vote of all members then present, then the candidate with the lowest number of votes will be disqualified and a second ballot will be cast. (If two or more candidates are tied with the lowest number of votes, a separate ballot shall be held to determine which candidate should be disqualified.) This procedure will be followed for succeeding ballots until a Chair is elected by a majority of all members of the Board then present.
5. The term of office of Vice-Chair shall be for two years beginning with January 1 and ending two years hence on December 31.
6. Notwithstanding paragraph 5, the term of office of Vice-Chair commencing January 1, 2016 shall be for three years.
7. A Vice-Chair of the Board shall be elected using the same policy and procedures as stated herein above for the Chair, except for the length of the initial term as stated in paragraph 6.
8. No individual may serve more than two consecutive terms as either Chair and/or Vice-Chair. For purposes of the preceding sentence, the term ending

2.b. Electing Chair and
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December 31, 2015 shall be considered the first of two consecutive terms. An individual who serves two consecutive terms as Chair and/or Vice-Chair is subject to a two-term moratorium before again running for Chair and/or Vice-Chair. For purposes of the preceding sentence, the term ending December 31, 2015 shall be considered the first of two consecutive terms.

9. In the absence of the Chair, the Vice-Chair will chair all Board meetings.
10. In the absence of the Chair and the Vice-Chair, the senior member of the Board then present shall preside.
11. In the case of a vacancy in the office of Chair, the Vice-Chair will succeed the Chair, provided there is less than one year remaining in the term of the Chair. If there is one year or more remaining in the term for the Chair, the Board will hold an election to fill the vacant position for the remainder of the term of office in accordance with these policies and procedures.
12. In the case of a vacancy in the office of Vice-Chair, the Board will solicit nominations and hold an election to fill the vacant position for the remainder of the term of office, in accordance with these policies and procedures.