

Laredo Firefighters Retirement System Elections

Policy Statement:

Elections are the voice of the active membership, expressing their collective decision. As such, the process used by the Board to determine these decisions should be trusted, transparent, and unbiased.

Background:

All benefit changes made to the plan must be voted on by the active membership, as well as approved by the Board and studied (approved) by an actuary. Similarly, three active members serve on the Board of Trustees, elected by a vote of their peers by secret ballot. Conducting these mandated elections require specific actions on the part of Board Trustees and Fund Staff to assure that each election is a valid election conforming to statutory TLFFRA requirements.

The Policy/Procedure below identifies, at a minimum, the essential elements which must be executed to carry out the elections mandated by TLFFRA statutes.

Policy/Procedure:

I. Trustee Elections

A. Letter of Intent

- i. Send out e-mail notification of request for letter of intent and Election Dates
- ii. Open Letter of Intent period for as much of November as possible
- iii. Letter of intent must be in writing or by e-mail to the Pension Office
- iv. Close letter of intent period

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B. Elections

i. Single Letter of Intent Received:

If at the close of the letter of intent period only one Letter of Intent for the Trustee position(s) has been received, the Board of Trustees may proceed with the election without the use of a secret ballot, according to paragraph II below. When this decision is made, the Pension Administrator conducting the election will notify active members by email announcing:

1. The letter of intent period is closed
2. A single letter of intent was received
3. Election by acclamation as allowed by Section 19(b) of 6243e (TLFFRA Statute) will be certified at the regularly scheduled Board meeting on (date of scheduled meeting) at__ (location of meeting)
4. Interested members are encouraged to attend

ii. Multiple Letter(s) of intent Received:

If at the close of the letter of intent period more than one letter of intent for the Trustee position(s) has been received, the Board of Trustees will proceed with the election by use of a secret

C. Secret Ballot Guidelines

- i. The Pension Administrator will visit all stations and administration office on three consecutive shifts the days the Board of Trustee assigned for the election to occur.
- ii. Leave the ballot box and ballots at the pension office for

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- absentee voting
- iii. Conduct vote at the stations
- iv. Count ballots at the ending of the last station or administration office of the third day of voting. Ballot count will happen at a station. Send out e-mail announcing results
- v. Certify election results at the board meeting- 3rd week in January

Elections to fill vacancies arising as a result of an individual's failure to complete the full term, shall follow the above procedures, making the necessary corrections to the time-line references to specific months.

II. Trustee Election by Acclamation

If a single nomination is received during the nomination period for an elected active member Trustee position, the Board may fill the position as outlined in Section 19(b) of 6243e (TLFFRA Statute). At the first regularly scheduled Board meeting occurring after the close of the letter of intent period and after the end on the term of service for the terminating Trustee, the Board of Trustees will:

- a. Certify the receipt of a single letter of intent for the position being filled
- b. Elect by acclamation the sole letter of intent for the position being filled
- c. Confirm by giving Oath of Office to the appointee

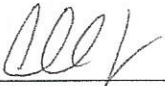
III. Historical Records

The following should be collected and filed as documentation of the election.

- A. Announcement of Letter of Intent period
- B. All Letters of Intent made
- C. Voting period announcement

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- D. Board minutes certifying election/installation of trustee
- E. Ballot sign-in list
- F. Ballots cast
- G. For single Letter of Intent, a record of the email notifications, single Letter of Intent, and meeting minutes for the election by acclamation process.



Alberto R. Chapa, Chairman

10-24-18
Date

Board Approval Date 10-24-18