



# El Paso Firemen & Policemen's Pension Fund



## Voting Procedures

Revised-October 18, 2000  
Revised-March 21, 2001  
Revised-August 15, 2007  
Amended and Approved-August 18, 2010  
Amended and Approved November 17, 2010  
Amended and Approved February 24, 2016

## **1. GENERAL PROCEDURES FOR FIRE AND POLICE TRUSTEE ELECTION**

Active, contributing members of the Pension Fund shall elect three (3) fire fighters and three (3) police officers, who are active, contributing members of the Fund, to serve as trustee members of the Pension Fund's Board of Trustees, each for four-year terms. The Fire Division and the Police Division shall conduct separate elections where only active, contributing members of the Fire Division may vote for candidates in the Fire Division, and only active, contributing members of the Police Division may vote for candidates in the Police Division.

## **2. PROCEDURES FOR NOMINATION OF FIRE AND POLICE TRUSTEE**

A. At the time a fire or police member position on the Board of Trustees becomes vacant, or at least one (1) month prior to expiration of a term, the Secretary of the Board shall provide written notice of the expiration of such term to all fire stations, police regional command centers and related department administrative offices. For a period of not less than ten (10) business days following such notice, eligible members may be nominated for election to the Board. Nomination Forms shall be available upon request at the Fund office.

B. In the event there is more than one police or fire trustee position open, candidates shall state on the nomination form their choice of Position number ("1", "2" or "3") on the Board of Trustees for which they wish to be a candidate for election. The Position number identifying existing Board members up for (re)election will be determined by random drawing conducted by the Board Secretary.

C. Completed nomination forms must be delivered via mail, email, facsimile, or in person to the Fund office, addressed to the attention of the Secretary of the Board, prior to the deadline specified in the notice. Nomination forms received after the deadline will be returned to the sender who will not be accepted as a candidate for election to the Board. The Board Secretary shall certify the date and time of receipt of all nomination forms. In the event there is only one position open on the Board, and only one eligible nomination form is received prior to the specified deadline for a candidate to the position, such candidate shall be deemed elected as an unopposed member of the Board of Trustees. The Board Secretary shall declare the Trustee duly elected, and the results presented to the Board of Trustees at the next Board meeting.

## **3. GUIDELINES FOR ELECTION**

A. The Board Secretary will conduct a Drawing to determine the order in which candidate names will appear on the ballot, prepare and compile the ballots, and administer the election.

B. The Board Secretary shall not support or endorse any candidacy nor may campaign materials be displayed in the Fund office.

#### 4. VOTING PROCEDURES

A. The Board of Trustees shall provide for the election of members to the Board of Trustees by mail ballot, internet or telephone voting for one or both Divisions of the Fund.

Procedures for voting are as follows:

1. The Secretary of the Board shall post voting notices at all fire stations, police regional command centers and related department administrative offices at least five (5) business days prior to voting. The notice shall include the date voting begins and closes and a sample ballot. Voting shall be conducted over a period of not less than seven (7) business days to accommodate A, B, and C shifts of the Fire Division.

##### B. Mail Ballot Voting

1. When the eligible member receives the ballot and opens the ballot package, he/she will review all the materials; review the instructions and vote by simply marking a mark in the response box to the candidate of their choice. The member will utilize the included Business Reply Envelope that will be returned to the name address for verification, sorting, scanning, processing and secure storage. This method ensures complete voter anonymity, accuracy, total security and quality control.

##### C. Internet Ballot Voting

1. **The member may still choose the Internet option, when they receive their mail-ballot.** Members will follow the instructions on the ballot package mailed or e-ballot emailed. Members will proceed to the secure voting web-site as instructed and enter their member number and PIN (voter identification number) which is printed on the ballot. The member will then click on the "submit" icon to continue the voting process. Once the member is on the voting page, they will mark the box of the candidate of their choice and click on the "confirm" icon to register their vote. At the conclusion of the member voting session, they will receive a confirmation page of their choice that they may print.

##### D. Telephone Ballot Voting

1. **The member may still choose the Telephone option, when they receive their mail-ballot.** If a member chooses the telephone voting option they will call the **toll free** number listed on the mail-ballot or e-ballot. The member must listen to the instructions received and follow the voice prompts. The voice will ask for the member PIN, (printed on the ballot) and enter the last four digits of the member's Kronos ID. Once the voter ID is verified, the system will ask the member to select the candidate of their choice. It will confirm their selection and ask them to "Press 1 to confirm, or Press 2 to recast". Once the member has confirmed their selection the system will register your vote. Should the member hang-up before voting for their candidate, their vote will not be registered and they will have to call in again to cast their vote. Please follow the same instructions.

##### E. Re-Balloting

1. **A help-desk with live customer service via a toll free number will be made available for El Paso Firemen and Policemen's Pension Fund member questions throughout the election.** In the event of a lost ballot, a replacement ballot will be issued, First Class, to the member the day of their request. It is identical to the original.

F. Vote Tabulation

1. Each mail ballot has a unique, machine readable barcode. The mail ballots are marked by the member and returned in the Business Reply Envelope addressed to the tabulation facility. Ballots are opened daily, visually inspected for proper marking, and then optically scanned. After each batch of 50 ballots is scanned, a hard copy printout of the batch is created and attached to the ballots. This printout includes the ballot control number for each ballot and the selections made. In a secondary process, each ballot is compared to the printout to confirm the selections. All ballots are 100% verified.

2. When a member votes by 1-800 telephone or Internet, the member is asked for the last 4 digits of their Kronos ID and then the 6 digit PIN number printed on the ballot. The Kronos ID is not printed on the ballot (it is the blind piece of information provided by the voting member). This 10 digit number is instantly validated by the voting database for voting rights and whether it has been voted. If it has already been used by either telephone or Internet it will immediately indicate that it has already been voted. If valid, the member is allowed to vote in the first eligible race. All telephone and Internet votes are voted instantly upon confirmation by the member. At election conclusion a hard copy print out by method – telephone or Internet - is available by ballot control number and selections. All vote tabulations by method, mail, telephone and Internet validate to the election results totals that are provided to the client.

G. Votes for more than one candidate for a position will invalidate such votes, but will not invalidate votes properly cast on the same ballot for candidates in other positions. Votes for write-in candidates will be disqualified.

H The candidate with the highest number of validated votes cast for a position shall be deemed an elected member of the Board of Trustees.

I. The Secretary shall certify the election results to the Board of Trustees at its next regular meeting, and the Board Secretary shall then formally notify the successful candidate(s). Ballots, sign-in sheets, and voter eligibility lists will be maintained by the Board Secretary at the Fund Administration Offices for at least one (1) year.

5. **PENSION FUND AMENDMENT**

Any modification or amendment of the terms and conditions of the Pension Fund requiring approval by a majority of the Members of the Division affected by the change pursuant to Section 10A of Article 6243b, V.A.T.S., as amended, shall be by vote conducted in accordance with statute and the Voting Procedures herein. The Board may provide for balloting concurrently with the conduct of educational Member sessions explaining such modification or amendment of the terms and conditions of the Pension Fund.

Amended and Approved by the Board of Trustees on February 24, 2016.

  
\_\_\_\_\_  
Chairman, Board of Trustees

  
\_\_\_\_\_  
Secretary, Board of Trustees



# El Paso Firemen & Policemen's Pension Fund



## NOMINATION FORM

I, \_\_\_\_\_, hereby accept Nomination as Candidate for  
(Please Print)

the Trustee election to be held on \_\_\_\_\_ of the Board of  
Trustees of the El Paso Firemen & Policemen's Pension Fund.

Please identify which Trustee position you wish to be a candidate for:

Position # 1

(Currently held by: \_\_\_\_\_)

Position # 2

(Currently held by: \_\_\_\_\_)

Position # 3

(Currently held by: \_\_\_\_\_)

Candidates Signature: \_\_\_\_\_

Received By: \_\_\_\_\_

Date and Time: \_\_\_\_\_