El Paso Firemen & Policemen's Pension Fund

Election Policy

Revised - October 18, 2000 Revised - March 21, 2001

1. GENERAL PROCEDURES FOR TRUSTEE ELECTION

Active, contributing members of the Pension Fund elect three fire fighters and three police officers, who are active, contributing members of the Fund, to serve four-year terms on the Board of Trustees. The Fire Division and the Police Division will conduct separate elections and 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. The Chief of the Department and the Assistant Chiefs are not eligible for election to the Board of Trustees.

2. PROCEDURES FOR NOMINATIONS OF TRUSTEE

- A. At the time such a Trustee position is vacant or at least one (1) month prior to expiration of a term, the Pension Administration office shall send written notification of such vacancy to all fire stations, police regional command centers and related department administrative offices. Written notification shall provide for at least ten (10) calendar days in which members have in order to submit nominations to the Board of Trustees. Nomination Forms will be provided to all fire stations, police regional command centers, related department administrative offices and the Pension Administration office.
- **B**. In the event there is more than one position open, candidates will be asked to select a particular Position number (1, 2 or 3) on the Board of Trustees. Candidates must identify on the Nomination Form the position they wish to be a candidate for. The Position number to identify existing Board members will be determined by random drawing conducted by the Pension Administration office.
- C. Nomination Forms must be delivered via mail, facsimile, or in person to the Pension Administration office prior to the specified deadline. Nomination Forms received after the deadline will be returned, unopened, to the sender or otherwise not accepted. The Pension Administration office will certify receipt of all Nomination Forms. In the event there is only one position open and only one eligible Nomination Form is received, there will be no vote of the membership. The Pension Administration office shall declare the successor Trustee and the results presented to the Board of Trustees at the next Board meeting.

3. GUIDELINES FOR ELECTION

A. The Pension Administration office will conduct the drawing to determine the order in which candidate names will appear on the ballot. The Pension Administration office will prepare and compile the ballots and administer the election.

B. The Pension Administration office will not assist or endorse any candidates. Campaign materials may not be displayed in the Pension Administration office nor at the voting sites.

4. VOTING PROCEDURES

A. The Board of Trustees may provide for voting-by-mail or on-site voting for one or both divisions of the Fund. Procedures for voting are as follows:

1. VOTING BY MAIL

- a) The Pension Administration office shall post voting notices at all fire stations, police regional command centers and related department administrative offices at least three (3) days prior to mailing the ballots. The notice shall include the mailing date of ballots, deadline to return ballots, and a sample ballot.
- b) The Pension Administration office shall deliver ballots, blank secret envelopes, return envelopes and voting instructions to all active, contributing members of the Pension Fund. The return envelopes will be pre-addressed to identify eligible voting members.
- c) Members shall have at least ten (10) business days to mark and return their ballot. After the deadline for returning the ballots has passed, the ballot envelopes shall be opened.
- d) Ballots returned without a return address will not be counted. Ballots returned, but not in the blank secret envelope, will however be counted.
- e) The return ballot envelopes will be verified to the voter eligibility list; if a member is not authorized to vote, their vote will not be counted. If a member returns two ballots, only the first ballot returned will be counted. The blank, secret ballot envelopes will be removed from the return ballot envelopes and placed into a container for safekeeping by the Pension Administration office. After combining all the secret ballot envelopes, the envelopes will be opened and the ballots counted.

2. ON-SITE VOTING

a) The Pension Administration office shall post voting notices at all fire stations, police regional command centers and related department administrative offices at least five (5) days prior to absentee voting. The notice shall include the date, location and time of absentee voting, the date, location and time of regular voting, and a sample ballot. The date and time of each election will most likely coincide with a departmental payday or as determined by the Pension Administration office.

- b) Absentee voting shall be for a minimum of four (4) days and regular voting shall be for three (3) days to accommodate A, B, & C shifts on the fire side. There shall be at least two (2) voting locations for absentee voting; for regular voting, locations will be at Fire Headquarters and/or the Fire Rescue Stations and the Police Regional Command Centers.
- c) Voting locations may be unsupervised. Sign-in sheets will be provided at each voting location and compared to actual ballots cast for that voting location and discrepancies noted.
- **B**. The opening and counting of the ballots will be conducted by at least two (2) representatives of the Board of Trustees and one (1) representative from the Pension Administration office. Representatives of the Board of Trustees must be members other than candidates for re-election.
- C. Votes for more than one candidate for any single position will invalidate that vote, but will not invalidate votes properly cast on the same ballot for candidates in other positions. Votes for write-in candidates will be disqualified.
- **D**. The candidate with the highest number of votes cast for that position shall be declared the successor Trustee.
- **E**. The Board of Trustees will certify the election results at the next Board meeting. The Pension Administration office will post the results and notify the successful applicants. Ballots, sign-in sheets, and voter eligibility lists will be kept for at least one (1) year.

5. SELECTION OF CHAIR AND VICE-CHAIR

Commencing on August 1, 1997, the Board of Trustees shall elect and approve, at its August Board meeting, from among the current Trustees, a Chair and a Vice-Chair to serve two-year terms. Should a vacancy occur between elections for either of the aforementioned positions, a special election will be held at the next regularly scheduled Board meeting to fill such vacancy.

Approved by the Board of Trustees on	, 2000.
Chairman, Board of Trustees	Secretary, Board of Trustees

EL PASO FIREMEN AND POLICEMEN'S PENSION FUND NOMINATION FORM

I,	, HEREBY ACCEPT NOMINATION AS
	TEE ELECTION TO BE HELD ON
OF THE I	BOARD OF TRUSTEES OF THE EL PASO
FIREMEN AND POLICEMEN'S PENS	ION 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:)
CANDIDATE'S SIGNATURE:	
RECEIVED BY:	
DATE AND TIME:	