



**RULES OF REGULAR ELECTION
TO THE MASSACHUSETTS STATE BOARD OF RETIREMENT**

2016 Regular Election

The following guidelines will be followed by the State Board of Retirement (“Board”) in conducting the election of an active or retired member to the Board. The elected member shall serve for a three-year term without compensation.

A. Notice of Election and Eligibility

- 1) Notice of the upcoming election will be forwarded to retirees, members, and agencies within the State Employees’ Retirement System on or about August 26, 2016. Notice will be sent and will contain specificity as to how, where, and when nomination papers can be obtained.
- 2) Persons who are members in service (actively employed or on authorized leave of absence) or members retired from service shall be eligible for nomination as a candidate to fill the elected position on the State Board of Retirement upon the submission of nomination papers. Nomination papers must contain the ***valid signatures (only members of the Massachusetts State Employees’ Retirement System)*** of at least 75 in-service or retired members, along with a candidate’s biographical sketch / election statement of one hundred (100) words or less.
- 3) Notice to nominees who qualify as candidates will be issued by Friday, September 30, 2016.

B. Nomination Papers

- 1) Nomination papers will be available on August 29, 2016.
- 2) Only signatures submitted on nomination papers provided by the State Board of Retirement to a candidate will be accepted and validated.
- 3) Said papers will be in such a format as to provide the signature of a member, his or her printed name and Member ID or Social Security Number or if retired, Board Case number. Nomination papers may be signed by active and retired members only.
- 4) Nomination papers should be submitted at one time containing the names of at least 75 members. Nomination papers must be received at the Board’s Boston office by 5:00 p.m. on Friday, September 23, 2016.
- 5) Members and retirees may sign more than one set of nomination papers.



- 6) Signatures on nomination papers will be validated against membership data on file with the Board as of the date of submission of the nomination papers.
- 7) If all candidates fail to meet the nomination requirements, the nomination period shall remain open until at least one candidate qualifies.

C. Print Ballots and Envelopes

- 1) The Board Election Officer shall cause to be printed an official ballot containing only the proper names of the candidates, an order to be determined by a random drawing.
- 2) The ballot and return envelope may, at the discretion of the Board Election Officer, be in the format of a pre-printed mailer.

D. Voting

- 1) Ballots shall be issued to all qualified members on or about October 14, 2016.
- 2) Each eligible member shall be responsible for submitting their vote to the State Board of Retirement or its designated agent by one of the formats specified. Voting formats may include one or more of the following: by mail or electronic submission.
- 3) Eligible members may only submit one ballot.
- 3) Votes must be submitted or mailed only to the State Board of Retirement's designated agent.
- 4) Votes must be received in specified format by the State Board of Retirement's designated agent by or before December 2, 2016.

E. Verification of Ballots

- 1) Membership eligibility shall be verified by the State Board of Retirement.

F. Administrative

- 1) The Executive Director of the State Board of Retirement or his/her designee shall serve as an Election Officer.
- 2) Except for the biographical sketch and candidate's statement, no campaign paraphernalia or literature on behalf of any candidate will be delivered, distributed or made available by the State Board of Retirement's staff to the membership.



- 3) The Board will not provide to the candidates the names, addresses of any kind, employing agency data, or any other identifiable information related to active or retired members of the State Employees' Retirement System except where otherwise required by law.

G. Election by Declaration

- 1) If the Election Officer determines that only one candidate has been nominated, the Election Officer shall declare said candidate to be the elected member, and no election shall be held.

H. Counting of Votes

- 1) Votes shall be counted by the staff of the State Retirement Board or its designated agent, under the direction of the Election Officer.
- 2) Votes will be disqualified under circumstances, including, but not limited to:
 - a) Cannot be verified as being submitted by member in service or by retiree.
 - b) Members or retirees voting more than once.
 - c) Received after the deadline.
 - d) Containing identifying data of voter.
 - e) Containing more than one designation.
 - f) Ballots that have been defaced such that voter's choice of a candidate is ambiguous.

The Election Officer will retain all data related to votes disqualified for any reason, including ballots and/or envelopes, for 90 days after certification of the results.

I. Certification and Recount

- 1) Except where a recount is required, the State Board of Retirement shall certify the results of such election not later than December 22, 2016.
- 2) Within seven days of certification of the count, all candidates will be notified in writing as to the election.
- 3) Any candidate who failed of election by fewer than 300 votes may request a recount provided that such a request is made in writing to the Election Officer, within seven (7) days of notification of the results of the election.
- 4) If required, the Election Officer shall have conducted a recount within five (5) days of receipt of such request, to include a review of disqualified votes.