

**Pension Reserves Investment Management Board**  
**2016/2017 Election Procedures**

Pursuant to the provisions of G.L. c. 32, s. 23 (2a) (a), the Pension Reserves Investment Management (PRIM) Board is directed to determine the manner in which the election of the elected members of the PRIM Board is to be conducted. The following are the election procedures for the terms to begin July 20, 2017.

**A. Notice of Election and Eligibility**

- (1) Notice of the upcoming election will be forwarded to members of the State Employees and Massachusetts Teachers' Retirement Systems (SERS and MTRS) between November 4, 2016 and November 18, 2016. Notice of the election will be posted on the PRIM website, and the SERS and MTRS will notify their respective active and retired members of their eligibility to run for the elected member seats via publication of the notice of the upcoming election on their websites, and, as available, via other electronic and traditional means, including broadcast e-mails directly to employers, members and constituent groups, and newsletters. The notice shall specify how, where, and when nomination papers can be obtained.
- (2) Persons who, as of October 1, 2016, are members in service of the Teachers' Retirement System or the State Employees' Retirement System, or members retired from service, shall be eligible for nomination as a candidate to fill the respective elected positions on the PRIM Board upon submission of the nomination papers, containing the valid signatures of at least 75 members in service or retired, by 5:00 p.m. on January 24, 2017.
- (3) All nominees who have qualified as candidates for election will be notified by January 31, 2017, and will be invited to submit a brief statement of fifty (50) words or fewer to be distributed to eligible voters as part of the ballot packet. Candidate statements must be received by the Pension Reserves Investment Management Board (PRIM) by 5:00 p.m. February 7, 2017.

**B. Nomination Papers**

- (1) Nomination Papers will be available as of November 14, 2016 and will be forwarded to members upon request together with a copy of the Election Procedures.
- (2) Only signatures submitted on nomination papers provided by the respective Boards to a candidate will be accepted and validated. Said papers will be in such a format so as to provide the signature of a member together with the printed name of the signatory and either the member's retirement system's identification number or the last four digits of the member's Social Security Number.
- (3) The candidate must submit nomination papers containing the valid signatures, and required identifying information specified on the form, of at least 75 active or retired members. Said

papers must be received at the respective Board's office on or before 5:00 p.m. on January 24, 2017. Nomination papers must be signed by the candidate.

- (4) Members and retirees may sign nomination papers for candidates for the election in the retirement system of which they are a member.
- (5) Members and retirees may sign more than one set of nomination papers for candidates for the election in the retirement system of which they are members.
- (6) The Election Officer for each Board will validate nomination papers. In order for a signature to be valid, the SERS or MTRS staff must be able to read the signature and verify from their records that the signatory is an active or retired member. Board staff will validate signatures submitted earlier than the January 24, 2017 deadline as time and resources allow to permit supplementation or correction; however, signatures submitted later than five business days before January 24, 2017 will not be validated until after the January 24, 2017 deadline. If the Election Officer determines that a candidate has filed nomination papers containing fewer than 75 qualified signatures, the Election Officer shall declare the nomination papers invalid and shall notify the candidate of his or her decision in writing.
- (7) If all candidates fail to meet the nomination requirements, the nomination period shall remain open until the first Monday following the date that the first candidate qualifies.

#### **C. Printing of Ballots**

- (1) The PRIM Board shall cause to be printed an Official Ballot containing only the proper names of the candidates, in an order to be determined by a random drawing. If the incumbent elected member is nominated, he or she shall be identified as the incumbent on the official ballot.
- (2) The PRIM Election Officer shall determine the actual format of the Official Ballot. For the purpose of ensuring that only one ballot may be submitted by each eligible voter, each election packet shall include a unique ballot identifier or PIN that allows for validation of the voter's eligibility while maintaining the voter's anonymity. The Election Officer or her designee will create and maintain the key to the unique identifier or PIN, and will not share the key with either Board or any of its employees.

#### **D. Delivery of Ballots**

- (1) The PRIM Board shall cause to be printed a summary sheet either as part of the ballot or as part of the ballot packet to be delivered to the member which will contain detailed voting instructions and candidate statements.
- (2) The Official Ballot with enclosures, if any, shall be mailed to the most current, known valid home address of every current member in service and member retired from service as of the date on which the voter database is compiled by each board, prior to April 4, 2017.

#### **E. Return of Ballots**

- (1) Each voter shall be responsible for returning his/her ballot to the Election Vendor, who shall be chosen by the PRIM Board. PRIM shall determine the type of election media to

be provided by the Election Vendor: paper, web, phone, or hybrid (multiple voting methods).

Votes must be either (a) received at the designated mailing address at or before 5:00 P.M. ET on May 9, 2017; or (b) electronically submitted before midnight ET, on May 9, 2017.

#### **F. Verification of Ballots**

- (1) The Election Officer shall verify votes against the official records of the SERS and MTRS and disqualify votes cast by ineligible persons.

#### **G. Administration**

- (1) The PRIM Board designates the election officers to assist in the elections, the Senior Client Services Officer as the Chief Election Officer, the Executive Director of the Teachers' Retirement System, or her designee, as the designee for that system, and the Executive Director of the State Retirement System, or his designee, as the designee for that system.
- (2) Except for the candidate statement, no campaign paraphernalia or literature on behalf of any candidate will be delivered or distributed by the respective Board's staff to the membership.

#### **H. Election by Declaration**

If the retirement board determines that only one candidate has been nominated, the Commission shall declare said candidate to be the elected member, and no election shall be held.

#### **I. Counting Ballots**

- (1) Ballots shall be counted under the supervision and direction of the Board's election officer or its designee and if necessary assisted by the members of the staff of the Pension Reserves Investment Management Board and of the Teachers' Retirement Board for the election from that system, and of the State Retirement Board for the election from that system.
- (2) Ballots will be disqualified in the following circumstances:
  - a. Ballots not able to be verified as being submitted by members in service or by retirees.
  - b. Ballots of members or retirees voting more than once.
  - c. Ballots upon which more than one candidate has been selected.
  - d. Ballots that have been defaced such that the voter's choice of candidate is ambiguous.
  - e. Ballots which cannot be verified as coming from an eligible voter (See F above).
  - f. Ballots received after the deadline date.

All ballots will be retained by the Election Vendor for 90 days after certification of the results.

- (3) A candidate and his representative may be present at the counting of the ballots.

**J. Certification and Recount**

- (1) The PRIM Board shall certify the results of such election no later than May 12, 2017.
- (2) Within 10 days of certification of the count, all candidates will be notified in writing as to the results of the election. The results of the election will also be posted on the PRIM website.
- (3) Any candidate who failed to be elected by fewer than 100 votes may request a recount provided such request is made in writing to the PRIM Board and is received within seven (7) days of notification of the results of the Election.
- (4) The PRIM Board shall cause a recount to be conducted within five days of receipt of such request, to include a review of disqualified votes.

**K. Appeal**

- (1) Any person aggrieved by any decision made during these proceedings may appeal such decision to the PRIM Board. Such appeal must be filed in writing within seven (7) days of the decision being appealed. The decision of the PRIM Board shall be final. The PRIM Board will make its final decision within 15 days of the receipt of such appeal and advise the person who filed the appeal of its decision in writing. The filing of an appeal shall not stay or delay the election process as described above.