



**PENSION RESERVES INVESTMENT MANAGEMENT BOARD  
2013/2014 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, 2014.

**A. Notice of Election and Eligibility**

(1) Notice of the upcoming election will be forwarded to all state agencies, school districts and collaborative employers on or about November 22, 2013. Said notice will be sent in sufficient numbers for posting in each of the school districts or agency facilities and will contain specificity as to how, where, and when nomination papers can be obtained. Retirees will receive similar notice by December 9, 2013.

(2) Persons who are members in service of the Teachers' Retirement System or the State Employees' Retirement System as of October 1, 2013 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.

(3) All nominees who have qualified as candidates for election will be notified prior to January 28, 2014 and will be invited to submit a brief biographical sketch of fifty (50) words or less to be distributed to eligible voters as part of the ballot packet. Biographical sketches must be received by the Pension Reserves Investment Management Board (PRIM) by 5:00 p.m. February 4, 2014.

**B. Nomination Papers**

(1) Nomination Papers will be available as of November 27, 2013 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) Nomination papers should be submitted at one time in one packet containing the names of at least 75 members. Said papers must be received at the respective Board's office on or before 5:00 p.m. on January 21, 2014. 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) Signatures and nomination papers will be validated against the most recent deduction report from the signatory's school district or state agency on file with the respective Board as of the date of submission of the nomination papers, or from the most recent retirement warrant as the case may be.
- (7) If all candidates fail to meet the nomination requirements, the nomination period shall remain open until the first Monday following the date the first candidate qualifies.

### **C. Printing of Ballots and Envelopes**

- (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. Said ballot shall include such information necessary to verify the eligibility of the voter.

### **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 biographical sketches of each candidate.
- (2) The Official Ballot with enclosures shall be delivered to the home address of every eligible voter prior to April 4, 2014.
- (3) The Official Ballot with enclosures shall be delivered to retirees on or before April 4, 2014 and may, at the discretion of the Board, be mailed with the monthly retirement check.

### **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).

All completed ballots must be received by the Election Vendor no later than 5:00 p.m. on May 5, 2014.

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

- (1) Only members in service whose names appear on the Official Deduction Report forwarded by each school system or state agency for the month of December 2013 and members retired from service shall be eligible



to vote. In the event that the December 2013 deduction report is not on file as of the time when ballots are being verified, the most recent deduction report on file will be used for verification.

- (2) Ballots submitted by members in service will be verified against the December 2013 deduction report.
- (3) Ballots submitted by retirees will be verified against the December 2013 warrant.

### **G. Administration**

- (1) The PRIM Board designates the election officers to assist in the elections, the Client Services Officer as the Chief Election Officer, the Executive Director of the Teachers' Retirement Board as the designee for that system, and the Assistant Deputy Director of the State Retirement Board as the designee for that system.
- (2) Except for the biographical sketch, 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 by its designee and if necessary assisted by the members of the staff of the Pension Reserves Investment Management Board and of the Teachers' Retirement System for the election from that system, and of the State Employees' Retirement System 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 Elections 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, 2014.
- (2) Within ten (10) days of certification of the count, all candidates will be notified in writing as to the results of the election.
- (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.