

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

2018 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, in forms determined by the Board, will be forwarded to retirees, active members, and agencies within the Massachusetts State Employees’ Retirement System (“MSERS”) on or about December 8, 2017. 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* of at least 75 in-service or retired members of the MSERS, along with a candidate’s biographical sketch / election statement of one hundred (100) words or less.
- 3) Notice to nominees who have qualified as candidates for election will be issued on or before January 26, 2018.

B. Nomination Papers

- 1) Nomination papers will be available at the Board’s offices in Boston or Springfield, as well as available on the Board’s website, beginning on December 11, 2017.
- 2) Only original signatures submitted on nomination papers provided by the State Board of Retirement to a candidate will be accepted and validated.
- 3) Said nomination papers will be in such a format as to provide the signature of a member, his or her printed name, and his or her MSERS Member ID number, or last four digits of their Social Security Number, or if retired, MSERS Member Id number or Case number. Nomination papers may be signed only by active and retired members of the MSERS.
- 4) Original nomination papers should be submitted at one time containing the names and signatures of at least 75 members. Nomination papers must be received at the Board’s Boston office by 5:00 p.m. on Friday, January 19, 2018.
- 5) Active 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. Signatures and other identifying information relating to a member must be legible and able to be confirmed. The validity of any signature on a nomination paper or the membership status of the individual signing a nomination paper shall be determined by the Board Election Officer.
- 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, in 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 eligible members on or about February 5, 2018.
- 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, telephone or electronic submission.
- 3) Eligible members may only submit one vote.
- 4) Votes may be delivered or mailed only to the State Board of Retirement's designated agent.
- 5) Votes must be received in the manner and format specified in the ballot at the State Board of Retirement or at its designated agent by or before March 16, 2018.

E. Verification of Ballots

- 1) Membership eligibility shall be verified by the Election Officer.

F. Administrative

- 1) The Executive Director of the State Board of Retirement or his/her designee shall serve as the 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, displayed 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 permitted 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 by 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 April 26, 2018.
- 2) Within seven business days of completion of the count, notice in writing shall be issued to all candidates as to the election results.

- 3) Any candidate who failed of election by fewer than 200 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 seven (7) business days of receipt of such request, to include a review of disqualified votes.

Approved: August 2017