

1 Minnesota State Retirement System

2

3 Adopted Permanent Rules Relating to Election of Board Members

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5 Rules as Adopted

6 7900.0200 STATE EMPLOYEE MEMBER.

7 Subpart 1. Biennial election. The procedure for the
8 biennial election of the four state employee members of the
9 board of directors as provided in Minnesota Statutes, section
10 352.03, and laws amendatory thereof, shall be as in subparts 2
11 to 5.

12 Subp. 2. Nominations. Any employee covered by the system
13 who desires to be a candidate for membership on the board of
14 directors shall file a nominating petition signed by ten
15 employees covered by the system with the executive director of
16 the system not later than October 1 of each odd-numbered year.
17 A candidate may not withdraw candidacy after October 15. If the
18 employees whose names are filed are eligible for election or
19 reelection as members of the board of directors as provided by
20 Minnesota Statutes, section 352.03, and laws amendatory thereof,
21 their names and the names of the department in which they are
22 employed shall be printed upon the ballots sent to employees
23 covered by the system as provided in subparts 2 and 4. The name
24 of any employee covered by the system may be written in on the
25 ballot provided for that purpose.

26 Subp. 3. Election materials. Between January 26 of each
27 even-numbered year and the following February 5 inclusive, the
28 executive director shall send by mail, express, or regular
29 messenger service notices of election to be held, ballots, and
30 envelopes to the respective heads of departments and state
31 agencies having employees who are covered by the system. The
32 heads of departments and state agencies shall deliver or cause
33 to be delivered to each employee who receives salary or wages
34 from which deductions are made for the system on the
35 department's or agency's payroll abstract covering the last full

1 pay period ending in December of the preceding year a notice of
2 election that two members are to be elected to the board of
3 directors, each notice to be accompanied by a ballot and two
4 envelopes. Department heads shall also mail election material
5 to their employees on approved leave of absence or seasonal
6 layoff during the last full pay period in December of the
7 preceding year and shall certify to the executive director the
8 names of the employees to whom ballots were mailed. The
9 Minnesota State Retirement System shall reimburse the
10 departments for the cost of the postage for the mailing.

11 Subp. 4. Voting. Each employee participating in the
12 election shall place the ballots, not exceeding two, imprinted
13 with the names of the candidates of the employee's choice, or
14 shall write or indicate by appropriate mark on the blank ballot
15 provided for that purpose the names, not exceeding a vote for a
16 total of two candidates, of any state employees covered by the
17 system for whom the employee wishes to vote for directors, place
18 the ballots in the envelope marked "ballots" (upon which there
19 shall be no writing except the printed word "ballots" and the
20 words "insert ballots and seal" on the flap); thereafter seal
21 and place in the envelope, likewise sealed, addressed to:
22 Tellers, Minnesota State Retirement System, at its office in St.
23 Paul, Minnesota 55107.

24 The employee shall print or type the employee's name and
25 home address, or place the label provided that contains an
26 election authorization number in the upper left-hand corner of
27 the envelope addressed to said tellers, and return it to the
28 office of the system not later than March 1, in each
29 even-numbered year. If the employee so elects, the employee may
30 place the tellers' envelope in another envelope and mail or
31 deliver this to the retirement system. Ballots in envelopes
32 postmarked any time up to midnight on March 1 of each
33 even-numbered year shall be counted, as shall ballots in
34 envelopes received at the office of the system by messenger
35 service up to the close of office hours on March 1 of each
36 even-numbered year, or, if March 1 falls on a Saturday or

1 Sunday, postmarked any time up to midnight or received up to the
2 close of office hours on the following Monday of each
3 even-numbered year, provided instructions prescribed have been
4 complied with. Heads of departments and agencies shall promptly
5 notify the executive director of the retirement system that
6 notices, ballots, and envelopes have been delivered to the
7 employees as required.

8 Subp. 5. Verification. The name and election
9 authorization number in the upper left-hand corner of envelopes
10 addressed to the tellers shall be checked against a computerized
11 representation of payroll abstracts covering the last full pay
12 period ending in December and a certified listing of those on
13 seasonal layoff or leave of absence, and if the name of the
14 employee on the envelope is found and deductions are taken for
15 the retirement fund which are not deductions in error from the
16 salary of an employee not covered by the system, or if the
17 employee is on approved leave of absence or seasonal layoff
18 during the pay period, the envelope shall be noted as
19 "eligible," and if the name of the employee does not appear
20 thereon, the envelope shall be noted as "not eligible." The
21 envelopes noted as "eligible" shall be placed in one container
22 and those noted as "not eligible" in another. At 8:00 a.m. on
23 the third Thursday in March in even-numbered years, three
24 tellers appointed by the board of directors shall meet and
25 verify the notations on the sealed envelopes addressed to the
26 tellers who shall then remove and set aside the sealed ballot
27 envelopes of those employees verified as eligible to vote.

28 Subp. 6. Tabulation. After the verification required in
29 subpart 5 is completed, the small envelopes containing the
30 ballots shall be opened and ballots tabulated by the tellers.
31 The two candidates receiving the highest number of votes shall
32 be the elected members of the board of directors for terms of
33 four years as provided by Minnesota Statutes, section 352.03,
34 subdivision 1. In the case of a tie vote as to any candidates,
35 the election shall be resolved by lot.

1 7900.0300 STATE PATROL FUND MEMBER.

2 Members of the state patrol retirement fund shall elect one
3 of their membership to serve as a member of the board of
4 directors. The election of a board member shall be separate and
5 distinct, but shall be conducted at the same time by the same
6 tellers and shall follow the same procedure as prescribed in
7 part 7900.0200. The term of the state patrol fund member
8 elected begins on the first Monday in May after the member's
9 election. Members shall serve for four years and until the
10 successor is elected and has qualified.

11 7900.0400 RETIRED STATE EMPLOYEE MEMBER.

12 Subpart 1. **Exceptions from election procedure.** As
13 provided in Minnesota Statutes, section 352.03, retired state
14 employees shall elect one retired state employee to serve as a
15 member of the board of directors. The election of a board
16 member shall be separate and distinct but shall be conducted at
17 the same time by the same tellers and shall follow the same
18 procedure as prescribed in part 7900.0200, except as in subparts
19 2 to 5.

20 Subp. 2. **Eligibility.** Retired employees who are eligible
21 for election to the board and eligible to vote for a candidate
22 for the board shall be any persons receiving an annuity from
23 Minnesota State Retirement System as of January 1 of each
24 even-numbered year.

25 Subp. 3. **Notice of election.** Between July 1 and August 15
26 of each odd-numbered year the director shall mail a notice of
27 election to all eligible retired employees giving them notice of
28 election and instructions for becoming a candidate for
29 membership on the board.

30 Subp. 4. **Candidates.** Any eligible retired employee who
31 desires to be a candidate for membership on the board of
32 directors must submit a nominating petition, signed by ten or
33 more eligible retired employees, to the executive director of
34 the system not later than October 1 in each odd-numbered year.
35 If the retired employees whose names are filed are eligible to

1 election as members of the board of directors their names shall
2 be printed in alphabetical order upon the ballots sent to
3 retired employees as hereinafter provided.

4 No nominee may withdraw candidacy after October 10. The
5 name of any eligible retired employee of the system may be
6 written in on the ballot in the space provided for that purpose.

7 Subp. 5. Voting. In February of each even-numbered year,
8 the executive director shall mail ballots and envelopes to the
9 retired employees eligible to vote. The election material shall
10 be mailed to the last address given to the system by the retired
11 employee unless the retired employee notifies the system in
12 writing by November 1 of a different address to be used for this
13 purpose. The name and election authorization number in the
14 upper left-hand corner of the envelopes addressed to the tellers
15 shall be checked against the annuity payments for January of
16 each even-numbered year.

17 7900.0410 CORRECTIONAL EMPLOYEE PLAN MEMBER.

18 Covered employees of the correctional employees plan shall
19 elect one of their members to serve as a member of the board of
20 directors. The election of the board member shall be separate
21 and distinct, but shall be conducted at the same time by the
22 same tellers and shall follow the same procedure prescribed in
23 part 7900.0200. The term of the correctional employee shall
24 begin on the first Monday in May after the employee's election.
25 Members shall serve a term of four years and until the successor
26 is elected and has qualified.