

1 Minnesota State Retirement System

2

3 Adopted Permanent Rules Relating to Board Election and Terms

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5 Rules as Adopted

6 7900.0200 STATE EMPLOYEE MEMBER.

7 [For text of subps 1 and 2, see M.R.]

8 Subp. 3. Election materials. By February 5 of each
9 even-numbered year the executive director shall send ballots
10 directly by mail or mail ballots, and envelopes to the
11 respective heads of departments and state agencies having
12 employees who are covered by the system. The heads of
13 departments and state agencies shall deliver or cause to be
14 delivered to each employee who receives salary or wages from
15 which deductions are made for the system on the payroll abstract
16 covering the last full pay period ending in December of the
17 preceding year a notice of election that two members are to be
18 elected to the board of directors, each notice to be accompanied
19 by a ballot and two envelopes. Department heads shall mail
20 election material to their employees on approved leave of
21 absence or seasonal layoff during the last full pay period in
22 December of the preceding year and shall certify to the
23 executive director the names of the employees to whom ballots
24 were mailed. The Minnesota State Retirement System shall
25 reimburse the departments for the cost of the postage for the
26 mailing.

27 Subp. 4. Voting. Each employee participating in the
28 election shall place the ballots indicating their choice of
29 candidates in the envelope marked "ballots" (upon which there
30 shall be no writing except the printed word "ballots" and the
31 words "insert ballots and seal" on the flap); thereafter seal
32 and place in the envelope, likewise sealed, addressed to:
33 Tellers, Minnesota State Retirement System.

34 The employee shall print or type the employee's name and
35 home address, or place the label provided that contains an

1 election authorization number on the envelope addressed to said
2 tellers, and return it to the office of the system not later
3 than March 1, in each even-numbered year. Ballots in teller
4 envelopes postmarked any time up to midnight on March 1 of each
5 even-numbered year shall be counted, as shall ballots in teller
6 envelopes received at the office of the system by messenger
7 service up to the close of office hours on March 1 of each
8 even-numbered year, or, if March 1 falls on a Saturday or
9 Sunday, postmarked any time up to midnight or received up to the
10 close of office hours on the following Monday of each
11 even-numbered year, provided instructions prescribed have been
12 complied with.

13 If the ballots are distributed through a department or
14 agency, the heads of departments and agencies shall promptly
15 notify the executive director of the retirement system that
16 notices, ballots, and envelopes have been delivered to the
17 employees as required.

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

1 Subp. 6. **Tabulation.** After the verification required in
2 subpart 5 is completed, the envelopes containing the ballots
3 shall be opened and ballots tabulated by the tellers. The two
4 candidates receiving the highest number of votes shall be the
5 elected members of the board of directors for terms of four
6 years as provided by Minnesota Statutes, section 352.03,
7 subdivision 1. In the case of a tie vote as to any candidates,
8 the election shall be resolved by lot.

9 7900.0400 RETIRED STATE EMPLOYEE MEMBER.

10 [For text of subps 1 to 3, see M.R.]

11 Subp. 4. **Candidates.** Any eligible retired employee who
12 desires to be a candidate for membership on the board of
13 directors must submit a nominating petition, signed by ten or
14 more eligible retired employees, to the executive director of
15 the system not later than October 1 in each odd-numbered year.
16 If the retired employees whose names are filed are eligible to
17 election as members of the board of directors their names shall
18 be printed in alphabetical order upon the ballots sent to
19 retired employees as hereinafter provided.

20 No nominee may withdraw candidacy after October 15. The
21 name of any eligible retired employee of the system may be
22 written in on the ballot in the space provided for that purpose.

23 Subp. 5. **Voting.** By February 5 of each even-numbered
24 year, the executive director shall mail ballots and envelopes to
25 the retired employees eligible to vote. The election material
26 shall be mailed to the last address given to the system by the
27 retired employee unless the retired employee notifies the system
28 in writing by November 1 of a different address to be used for
29 this purpose. The name and election authorization number on the
30 envelopes addressed to the tellers shall be checked against the
31 annuity payments for January of each even-numbered year.