

MACOMB COUNTY EMPLOYEE RETIREMENT SYSTEM
PROCEDURES FOR ELECTION OF MEMBER REPRESENTATIVES
RULES & REGULATIONS
GOVERNING ELECTION OF MEMBER REPRESENTATIVES
TO THE RETIREMENT BOARD

ARTICLE I

Section 9.2 of the Macomb County Charter and Section 4 of the Retirement Ordinance provides that three active employees who are members of the Retirement System shall be elected by active employees who are members of the Retirement System to serve on the Retirement Board. The election of the members, pursuant to this subsection, shall be conducted under such rules and regulations as may be adopted by the Retirement Board to govern such elections.

ARTICLE II

Term of Office

The newly elected member representative shall take office on January 1st of the year after the election and such term shall end December 31 of the third year after election.

ARTICLE III

Eligibility to Serve as Member Representative

A candidate for a member representative shall:

- a) Be a member of the Retirement System when filing a nominating form for said office;
- b) Remain a member of the Retirement System through the election for said office and if successful, continue to satisfy these eligibility requirements through his or her term of office.

Eligibility to Vote for Member Representative

All active employees who are members of the Retirement System are eligible to vote in elections provided that eligibility can be verified through payroll records indicating that such member is eligible by his or her name appearing on the last regular payroll covering the last regular payroll period ending on the last regular payroll prior to October 31st. In all cases of doubt, the Retirement Board, in its sole discretion, shall resolve questions of eligibility to vote in member representative elections.

ARTICLE IV

Nominations

Nominations for the office of member representative shall be made by the candidate filing a Self-Nomination Form as prescribed by these rules and regulations. Self-Nomination Forms shall be prepared by and available from the Secretary of the Retirement System during the month of October prior to the scheduled December date for the member trustee election.

Self-Nomination Forms shall be filed by email with the Secretary of the Retirement System no later than 4:30 p.m. on the last working day in October prior to the scheduled date for the member trustee election for which the candidate is submitting a nominating petition.

Any person wishing to withdraw as a candidate for the office of member representative subsequent to the due date for filing a Self-Nomination Form must do so in writing via an email directed to the Secretary of the Retirement System no later than the third working day of the month of November prior to the scheduled date for the member representative election. Whereupon, the Secretary shall certify said fact to the Retirement Board and strike such candidate's name from voting consideration.

Should there be only one nominee for the office of member representative, then an election shall not be held and the Secretary of the Retirement System shall certify this fact to the Retirement Board and such nominee shall be declared elected.

ARTICLE V

Date of Regular Election

Elections are to be held on the second Tuesday in December of each year.

Voting Electronically

All voting shall be done online/electronically through the Board's specifically branded website provided by SimplyVoting.Com.

Voting Instructions

Voting instructions shall be made available to each eligible employee not later than the third Tuesday preceding the day of the election. Instructions shall include an informational paragraph about each candidate and voter authentication credentials.

Results

The results of the election will be available immediately upon the close of the voting period.

Certification

After completion of the electronic tally of votes by the reporting system, the candidate receiving the most votes shall be declared the winner. The Secretary of the Retirement System shall certify to the Retirement Board at their next regularly scheduled meeting the winner of the election, as well as the names and number of votes each candidate received. In the event two or more candidates receive the same number of votes, the election for the office of member representative shall be determined by the drawing of lots by the tied candidates in the presence of and under the supervision of the Secretary of the Retirement System.

ARTICLE VI

Special Elections

If for any reason an employee's seat is vacated prior to the expiration of that employee representative's term of office, a special election shall be held to fill such seat within seventy-five days from the time that it is reasonably determined that such vacancy will occur. In the event that the vacancy occurs after July 1st of such member's third year in office, the special election for the unexpired term and the regular election for the following three-year term shall be combined and the applicable procedural dates specified herein shall be amended for the sole purpose of accomplishing such election.

The date of the election shall be set by the Retirement Board and shall be a regular County business day. Except for the date, special elections will be conducted according to the rules herein set forth for regular elections.

Adopted: December 20, 2012
Revised: February 15, 2018
Revised: September 24, 2020