



# **MUNICIPAL POLICE EMPLOYEES' RETIREMENT SYSTEM**



**2023**

**Chiefs District I – Unexpired  
Nominating Petition**

May 24, 2023



## MUNICIPAL POLICE EMPLOYEES' RETIREMENT SYSTEM

TO: Members in **Chiefs District I**

FROM: Benjamin A. Huxen II, Executive Director & General Counsel

RE: Election of One Trustee to Represent **Chiefs District I**

The firm Election Services Corporation has been engaged to conduct an election for one trustee position to represent Chiefs District I.

The Chairman of the Board of Trustees called for an election and opened nomination for the one trustee position for an unexpired term ending June 30, 2027. The candidate receiving the most votes for the position will be declared the winner.

# SCHEDULE

May 31, 2023	Postcards mailed to eligible members with information on how to request a nomination packet.
June 14, 2023	Petitions due in the post office box of Election Services Corporation by 3:30 p.m. CST.
June 21, 2023	Nomination petitions accepted.
June 28, 2023	Election postcards mailed, and online voting is opened.
July 1, 2023	Nominated trustee takes office, if only one nominated for the position.
July 13, 2023	Online voting closes and Ballots due in the post office of Election Services Corporation by 3:00 p.m. CST.
July 14, 2023	Ballots counted and verified by Election Service Corporation.
July 14, 2023	Board Chair accepts certified ballot count and publishes results.
July 19, 2023	Elected trustee takes office if there is an election.

## Board Member Responsibilities

Board members should:

- Have knowledge of and/or willingness to become familiar with investment terminology and principles as MPERS current assets are approximately \$2.5 billion;
- Have the time and willingness to learn and/or become familiar with the various retirement laws;
- Be available to attend monthly board meetings, as well as workshops, seminars and conferences at various times during the year. Each year, board members are mandated by statute to acquire at least two hours of ethics training, four hours of actuarial information, eight hours of investment education, and two hours of education regarding the laws, rules and regulations applicable to this system. Board members are mandated by statute to complete a personal financial disclosure report which is due annually by May 15th;
- Be available to serve on and attend meetings of one or more committees as may be assigned by the board chair each year during term of office. These committee assignments may require the board member to meet on days other than the regularly scheduled meetings of the board. Board members are expected to attend all regularly scheduled meetings of the board (except in the event of emergency);
- Be aware that as trustees of the retirement system funds, they are fiduciaries, and have a high standard of loyalty and care imposed upon them. Trustees must act in the sole and exclusive interest of the retirement system and its members and retirees. Breach of fiduciary duty may result in personal liability; and
- Be willing to conduct business electronically.

## General Provisions

In accordance with R.S. 11:2225(A)(1), the following rules shall apply to elections for positions on the board of trustees of the Municipal Police Employees' Retirement System.

- The Board of Trustees shall certify to the firm conducting the election the last four digits of social security numbers, names and addresses (as contained in the records of the retirement system) of all members eligible to participate in the election. All mailings shall be sent and received by the firm conducting the election.
- The executive director, in consultation with the board chair, shall adopt a schedule for the election process to be conducted as the need arises.

## Nominations

A nomination postcard containing information on how to request a nomination packet shall be sent to the member's postal or email address as recorded in the office of the system as of the end of the month preceding the mail out. Members will need to contact the firm conducting the election to request a nomination packet.

Upon request, a nomination packet containing a petition for candidacy, an election schedule, and the rules governing elections shall be sent to each member of the system who will be eligible to vote for a candidate in a vacant position.

Once received by the firm conducting the election, the board of trustees shall only accept the name of the candidate nominated by petition of at least ten members of the system (other than the member being nominated) who are active or retired, as applicable, from municipalities within the district representative of the trustee position to be filled and place such candidate on the ballot, provided said candidates meets the requirements for trustee. The printed name of those persons signing the nominating petition must be legible for purposes of verification. Unverifiable signatories shall not count toward the required total. Members signing the petition shall also supply the final four digits of their Social Security number. The person being nominated is solely responsible for verifying that all persons signing as nominators are actually members of the system. Given that not all Louisiana municipal police officers are members of this system, potential nominees are strongly encouraged to do all of the following:

- a) call the system office to verify membership of each nominator;
- b) submit signatures of more than ten nominators; and
- c) email, fax, or mail their completed nomination packet and resumé to the firm conducting the election at least two weeks prior to the deadline.

The nominee may attach a resumé giving their qualifications and background, which will be furnished to the voting members along with the ballot. This resumé is to be mailed along with the "Petition for Candidacy" to the firm conducting the election. The resumé shall be limited to one 8½ by 11 sheet of paper, which may be printed on both sides. If the resumé is not submitted to the firm conducting the election by the deadline or if any information is included on the member's resumé other than qualifications and background, as determined by the board of trustees, the resumé will not be furnished to the voting members.

All nomination petitions shall be received by the firm conducting the election on a scheduled date as determined prior to such election as shown in the election schedule.

Within a reasonable amount of time after the firm conducting the election receives the completed nomination petition, the firm shall notify the potential nominee via telephone and email that his petition was received and forwarded to the system.

The firm conducting the election shall forward the submitted petitions and resumés to the system staff as they are received. As soon as possible, the system staff shall ensure that the petitions are valid. If they are not valid, then the system staff shall notify the potential nominees of the deficiencies. Regardless, to be accepted, a valid nomination petition must be received by the firm conducting the election on a scheduled date as determined prior to such election as shown in the election schedule.

Nominees shall first be certified by the board of trustees as eligible candidates. If specifically provided for in the election schedule or if the meeting at which the nominees are to be certified is cancelled, then the board chair shall certify eligible nominees.

If, after the conclusion of the nomination process, the number of candidates *does exceed* or is *more* than the number of open positions for which election is being held, the names of the certified nominees shall be placed on a ballot in alphabetical order. If an incumbent is seeking reelection, their name shall appear first on the ballot.

If, after the conclusion of the nomination process, the number of candidates *does not exceed* or is *fewer* than the number of open positions for which election is being held the qualified shall be elected and presented to the board or board chair, as applicable, for certification.

## Voting

An election postcard shall be mailed to each eligible member's postal or email address as recorded in the office of the system as of the end of the month preceding the mail out. The system will accept changes of address as corrected and will keep member files updated accordingly. If a member does not receive a postcard, another one may be sent out to him if requested in writing signed by him. If applicable, a change of address form must be completed. The postcard will contain instructions to request a paper ballot packet or to access the online voting from any internet capable device.

## Online Voting

The voting website will consist of:

1. secure login page;
2. ballot page that includes the eligible candidates, as certified by the Board of Trustees, placed in alphabetical order. If an incumbent is seeking reelection, their name shall appear first on the ballot page;
3. links to bio/resumé for each candidate that submitted one;
4. vote confirmation page;
5. thank-you page; and
6. a logout button that redirects members to a URL of the organization's choosing.

Online Voting will be made available to members on the same day the election postcard is mailed to members, and will remain open until the scheduled date as determined prior to such election as shown in the election schedule.

## General Regulations Concerning All Elections

Valid returned ballots will be opened and counted/tabulated at the office of the firm conducting the election. All candidates or their representatives may be present and observe the opening and tabulation of the ballots; however, no candidate or their representative may interfere with the opening and tabulation of the ballots. Notification must be provided to the firm conducting the election prior to the election mail date, of any authorized person interested in observing the opening and tabulation. The results will be available immediately after the tabulation of the ballots. After the board chair has accepted the certified ballot count and the executive director has published the official results on the system's website, the executive director shall notify the successful candidate of their election.

Ties affecting elected positions shall be decided by a coin toss held by the executive director in the presence of the candidates affected.

Appeals or grievances arising out of the election process shall be filed within 10 business days of the certification of the election results and will be heard by the Board of Trustees at the first board meeting held after publication of the election results on the board's website. Any further appeals or grievances will be resolved by the courts.

## HOW TO SUBMIT NOMINATIONS

Nominee must be an active contributing (not currently participating in DROP) chief of police with at least four (4) years of credited service (excluding military credit and service cancelled by a refund), as of **June 14, 2023**. Ten active members of the retirement system employed within **Chiefs District I** must sign this Petition for Candidacy. The nominee may attach a resumé with their qualifications and background which will be furnished to the voting members. The resumé shall be limited to one 8 ½ x 11" sheet of paper which may be printed on both sides. If any information is included on the resumé other than qualifications and background, as determined by the Board of Trustees, the resumé will not be furnished to the voting members.

### Return the Completed Form:

**BY MAIL:**

Election Services Co.  
P. O. Box 9020  
Ronkonkoma NY 11779

**BY FAX:**

1-877-235-9052

**BY EMAIL:**

LAMPERSHelp@ElectionServicesCorp.com

# PETITION FOR CANDIDACY

This is not a Ballot. Ballots will be printed and mailed to members for voting in accordance with the enclosed Election Schedule. This Petition for Candidacy must be received in the post office box of Election Services Co. by **3:30 p.m. CT on June 14, 2023** in order to qualify.

**RETURN FORM BY MAIL TO:**

Election Services Co.

P. O. Box 9020

Ronkonkoma NY 11779

**BY EMAIL TO: LAMPERSHelp@**

ElectionServicesCorp.com

## NOMINATION PETITION FOR CHIEFS DISTRICT I

We, the undersigned active members within **Chiefs District I** support the candidacy of the below named individual to run for election as a member of the Board of Trustees in the position representing **Chiefs District I** for an unexpired term beginning July 1, 2023 and ending June 30, 2027.

1.	Printed Name	6.	Printed Name
	Last four digits SS#		Last four digits SS#
	Signature		Signature
2.	Printed Name	7.	Printed Name
	Last four digits SS#		Last four digits SS#
	Signature		Signature
3.	Printed Name	8.	Printed Name
	Last four digits SS#		Last four digits SS#
	Signature		Signature
4.	Printed Name	9.	Printed Name
	Last four digits SS#		Last four digits SS#
	Signature		Signature
5.	Printed Name	10.	Printed Name
	Last four digits SS#		Last four digits SS#
	Signature		Signature

I hereby give notice of my qualification to be a candidate for election as a member of the Board of Trustees of the Municipal Police Employees' Retirement System to represent **Chiefs District I**.

Name of Candidate (Typed or Printed) \_\_\_\_\_

Social Security No. \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

Employing Municipality \_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_