

## CITY OF LAKE WORTH EMPLOYEES' RETIREMENT SYSTEM

### TRUSTEE ELECTION PROCEDURES

**WHEREAS**, Section 16-16(a) (1), of the City of Lake Worth Code of Ordinances provides that two (2) trustees of the City of Lake Worth Employees' Retirement System shall be elected by employees of the City (not to include retirees) who are participants of the plan provided that not more than one (1) employee member of the board shall be from any one (1) city department, and

**WHEREAS**, the Board of Trustees wishes to prescribe the procedures for such elections,

**NOW, THEREFORE**, it is resolved this 27<sup>th</sup> day of September, 2005 that the following Statement of Policy regarding election procedures is hereby adopted:

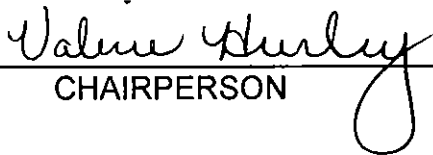
**Section 1. – Notice.** At least thirty (30) days prior to the election date, notice shall be sent to all City Departments to be posted at conspicuous locations informing all employees, who are participants of the plan, of the forthcoming election and the opportunity to nominate themselves or other eligible employees for the position of trustee. Eligible participants shall be eligible to nominate themselves. Any employee nominating another participant shall accompany the nomination with a signed statement from the nominee accepting the nomination. A person may be nominated for only one (1) trustee position and not more than one (1) trustee may be from any one (1) city department. The deadline for submitting nominations shall be fifteen (15) days prior to the election date.

**Section 2 - Election Procedure.** Elections shall be conducted by a panel approved by the board of trustees and shall be by secret written ballot. The election shall be conducted over a period of not less than three (3) business days. Ballots shall be cast in person or by absentee ballot. All employees who are members of the plan, regardless of position or employee organization membership, shall be eligible to vote. Absentee ballots shall be provided by the board of trustees at least one (1) day, but not more than fifteen (15) days prior to each election. Absentee ballots shall only be for participants of the plan who will not be available during the entire period of the election due to verifiable training, vacation or illness/injury status.

**Section 3 - Election Results.** In elections with two (2) or less candidates for a position, the candidate receiving the greatest number of votes shall be the winner. In elections with three (3) or more candidates for a position, the winner shall be the candidate receiving the majority of the votes cast. If no candidate in an election with three (3) or more candidates receives a majority, a runoff shall be held between the two (2) candidates receiving the highest number of votes. In the event of an election ending in a tie vote subsequent elections shall be held until a winner is decided.

**Section 4 – Terms and Vacancies.** Elected trustees shall serve for terms of three (3) years. A vacancy shall occur whenever an elected trustee resigns, is no longer eligible or qualified to serve as a trustee, dies or becomes incapacitated. Such vacancy shall be filled in the same manner as described above for elected trustees. Successors to elected trustee positions shall serve the unexpired term of the vacant trustee position being replaced.

**Section 5. - Certification of Elections.** The panel appointed by board of trustees shall certify the results of all elections, in writing, to the Chairman of the Board of Trustees.

  
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CHAIRPERSON

  
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SECRETARY