ELECTION POLICY OF EMPLOYEE MEMBER TO BOARD OF TRUSTEES OF THE EMPLOYEES' RETIREMENT FUND

WHEREAS, Section 40A-4(a)(11) of the Dallas City Code provides that the time, method, and manner of election of employee members to the Employees' Retirement Fund Board of Trustees shall be determined by the Board:

THEREFORE, BE IT RESOLVED that the following procedure for the election of the employee member be adopted:

SECTION 1. In accordance with Section 40A-2(c)(~~2~~1)(B) of the Dallas City Code, three (3) Trustees of the Employees' Retirement Fund will be employees from different City departments as elected by the members of the Retirement Fund. The three elected Trustees must be members of the Fund. In accordance with Section 40A-2(c)(2), if only one eligible employee is nominated for an elected Board position described in Subsection (c)(1)(B) of this section, that employee will be declared elected to that position by the Board without requiring an election by the members of the Fund. In accordance with Section 40A-3(a)(1), on and after January 1, 2017, the three elected positions on the Board will be designated Place 1, Place 2, and Place 3, respectively, as determined by the Board. The elected members, including incumbents, of the Board shall serve without remuneration and for terms as follows: (i) a member elected to Place 1 will serve a three-year term, with the initial term running from January 1, 2017 through December 31, 2019; (ii) a member elected to Place 2 will serve a three-year term, with the initial term running from January 1, 2019 through December 31, 2021; and (iii) a member elected to Place 3 will serve a three-year term, except that the initial term will be for two years and run from January 1, 2019 through December 31, 2020~~Trustees will be elected for three year terms in accordance with Section 40A-3(a)(2)(A)~~.

SECTION 2. In accordance with Section 40A-1(~~23~~25) "Member" means an employee who is currently contributing to the Retirement Fund.

SECTION 3. "Delegate" means a Member who is an elected representative of a department to serve on the Nominating Committee. The purpose of the Nominating Committee is to select those Members whose names will be placed on the ballot in the Trustee election and any other purpose as directed by the Board. All Delegates and voters must be Members.

SECTION 4. For each 75 Members in a City department, or fraction of 75, one Delegate shall be elected by the Members of each department. The Nominating Committee shall be comprised of all the Delegates and serve until their successors are elected.

SECTION 5. A payroll count of the Members of each City department shall be made by the Executive Director~~Administrator~~ of the Retirement Fund from the biweekly payroll period selected by the Board and described in the calendar set by the Board for each election. City departments shall be those as determined by the adopted City budget at the time of the payroll count. The ~~Administrator~~ Executive Director shall notify each department of the results of that count and number of Delegates to be elected from each department.

SECTION 6. The department head shall appoint two (2) Members from the department to act as judges and distribute a Delegate ballot to all Members in that department. Each Member may vote for no more than the number of Delegates permitted for the department. If a ballot that has been used to vote is returned with votes for more than the number of Delegates permitted by the department the ballot is void and will not be counted. The Member(s) receiving the highest number of votes will be declared the Delegate(s). If the department is entitled to more than one Delegate, the Member receiving the next highest number of votes will be declared a Delegate, and so on, until the department's allocation of Delegates is selected.

SECTION 7. If a department with multiple work locations is entitled to 5 or more Delegates, the election of its Delegates may be accomplished by a different method than described in Section 6. However, said method must be approved and filed by the department head with the ~~Administrator~~ Executive Director prior to the Delegate election.

SECTION 8. This Delegate election and certification of Delegates by the department's judges shall be held on a City workday in accordance with the calendar set by the Board for that election.

SECTION 9. The Nominating Committee shall sit in session in accordance with the calendar set by the Board for each election and shall then and there duly elect a Chair and place on a ballot no more than ten (10) Members to run in a general election to serve as an employee elected Trustee as set forth in Section 40A-2(c)(~~2~~1)(B) of the Dallas City Code. Not more than one Member from the same department may be placed on the ballot. If more than one Member is nominated from the same department, an election by the Nominating Committee will first be held between the nominees from that department. The nominee receiving the most votes will continue in consideration to be placed on the ballot. Any nominated Member not present at the meeting shall state in writing to the Nominating Committee that he or she accepts the nomination; such notice must be submitted during the Nominating Committee meeting when the Member's name is placed in nomination. This statement shall be filed with the Nominating Committee by the Delegate nominating the Member. In the event more than ten (10) Members are nominated for placement on the ballot, the Nominating Committee shall then and there hold a run off election to determine

who will be placed on the ballot. In this election, Nominating Committee Delegates may vote for up to ten (10) nominated Members. The ten (10) nominated Members receiving the most votes will have their names placed on the ballot.

SECTION 10. All business handled in the Nominating Committee meeting will be governed by the current edition of "Robert's Rules of Order." A representative from the legal counsel to the Retirement Fund will act as parliamentarian.

SECTION 11. The order of nominees on the ballot will be determined by drawing.

SECTION 12. The Nominating Committee shall form a Forum Subcommittee of five (5) Member Delegates. The Member Delegates of the Forum Subcommittee shall coordinate and schedule at least one (1) candidate forum prior to the election to allow all nominated Member candidates an equal opportunity to address election issues and provide an exchange of views and information. If the Forum Subcommittee schedules more than one forum, such additional forums are to be scheduled at different City work locations and/ or various times to allow the nominated Member candidates to reach the broadest number of City employees of the various work locations and shifts.

SECTION 13. Each nominated Member candidate will have until the close of business on the next work day after the end of the Nominating Committee's meeting to submit to the ~~Administrator~~ Executive Director a statement of fifty (50) words or less describing his or her education, training, or experience relevant to serving as a Trustee of the Retirement Fund. Said statement will be sent to the Members with the ballots. Such submission is optional and will not be accepted after the deadline.

SECTION 14. Each Member may vote for one (1) nominated Member candidate appearing on the ballot. Votes that have more than one (1) candidate selected or contain a "write-in" candidate shall not be counted. The votes shall be counted in the method adopted by the Board for that election. The Board may choose to use electronic interactive voice response balloting and/or internet voting. It is the responsibility of the Member to provide the correct mailing address to the City for mailing of ballots and any other written information in connection with the election. Returned ballots will be held.

SECTION 15. The vote tabulator shall report to the Board of Trustees the number of votes received by each nominated Member candidate. In the event that no one receives a majority number of votes, a run-off election will be held between the two nominated Member candidates who received the highest number of votes. In the event of a run-off election the vote tabulator shall report to the Board of Trustees the number of votes received by each runoff candidate.

The Board shall declare the nominated Member candidate receiving the majority number of votes of the run-off votes as Trustee. By certifying the election results and naming a Trustee, the Board will be deemed to have reviewed the election for substantial compliance with this Election Policy and the decision of the Board shall be final.

SECTION 16. In accordance with Section 40A-3(~~c~~b)(~~1~~2)(A), if a vacancy occurs on the Board in a position held by an elected Member, a special election shall be called by the Board within ~~60~~ 90 days to fill the remainder of the unexpired term of the Member vacating the position. The Nominating Committee shall be recalled by the Board to assist in conducting the special election.

SECTION 17. A special election shall proceed exactly as prescribed above but with the above mentioned dates all changed to a special election calendar set by the Board to assist in conducting the special election.

APPROVED BY BOARD OF TRUSTEES:

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~~Carla D. Brewer~~John D. Jenkins, Chair Date
Board of Trustees
Employees' Retirement Fund

Date Last Revised: February 9, 2009~~December 17, 2004~~

Revised: ~~February 9, 2009~~December 13, 2016