

MEMORANDUM

TO: All Departments, Agencies, Boards and Commissions
FROM: Henry Burgos, Director of Human Resources and Labor Relations 
DATE: October 21, 2014
SUBJECT: ELECTION OF NON-VOTING EMPLOYEE MEMBER OF THE PENSION COMMISSION

The term of office of Mr. Marc Nelson as non-voting employee member of the Pension Commission expired May, 2014.

Accordingly, under authority of the Commission, the Director of Human Resources and Labor Relations has set November 18, 2014 as the election date to fill the non-voting employee member's expired term of office. The new term of office will begin on the first Monday of December, 2014. If the member elected ceases to be an active employee, the office will be vacated and the employee placing second in the vote tally will be certified to fill the remainder of the unexpired term.

1. Eligibility to Vote. Any active member of the Municipal Employees Retirement Fund, Retirement Allowance Fund, Police Benefit Fund or Firemen's Relief Fund shall be eligible to vote if they had pension contributions deducted from their pay on the following dates:
 - A. Employees on the bi-weekly education payroll who were paid on November 7, 2014.
 - B. All other employees who were paid on November 7, 2014 for the week ending November 1, 2014.
 - C. Elected officials on the Mayor and Council payroll paid October 31, 2014.

Members of Municipal Union 1716 and Board of Education Union 566 are not eligible to sign petitions or vote in this election.

2. Nomination of Candidates. Any employee who is eligible to vote may become a candidate by filing with the Director of Human Resources and Labor Relations a petition signed by not fewer than fifty (50) employees who are eligible to vote. **The petitions must be submitted by 5:00 P.M. October 31, 2014. The petitions must be submitted on forms available from the Department of Human Resources on or after October 24, 2014.**
3. Determination of Sufficiency. Upon the filing of any such petition, the Director of Human Resources and Labor Relations shall determine its sufficiency by comparing the name of the candidate and the signers of the petition with a list of employees who are eligible to vote. Failure to have the required fifty (50) signatures in accordance with these requirements will disqualify the candidate without appeal.
4. Order of Names on Ballot. The names of qualified candidates shall appear on the ballot in the alphabetical order of the surnames. Write-in voting will not be acknowledged. Candidates who wish to withdraw must so notify the Director of Human Resources and Labor Relations in writing on or before November 10, 2014.
5. Election Procedures. The Director of Human Resources and Labor Relations shall appoint disinterested persons to act as moderator and assistants to check the name of each voter on a prepared eligible voting list. No one will be allowed to vote unless their name has been checked. Each voter may vote for only one candidate.

No official or other person at the election shall suggest to any worker the name of any candidate in the enclosure where the booths are placed. No person shall assist or offer to assist any voter in the casting of his/her vote unless so appointed by the moderator. The moderator shall determine inability of a voter to cast his/her vote properly.

The voting booths which will be located in the hallway outside the entrance to the Human Resources Department, shall be open from 7:30 A.M. to 9:30 A.M. and from 2:30 P.M. to 7:00 P.M. Should there be only one qualified candidate, the voting booths will be open from 7:30 A.M. to 9:00 A.M. only.

In the event of a legal state of emergency declared by the Mayor or if City Hall is officially closed by decision of the Mayor, the Director of Human Resources may suspend the election, seal any votes already cast and reschedule the election with at least one week's notice of the rescheduled date.

The voting machine shall remain sealed until opened by a representative of the Registrar of Voters who shall proceed to count the votes in the presence of each candidate or his/her representative.

The Department of Human Resources shall prepare all necessary forms of petitions and any other material and give such publicity regarding this plan as may be necessary to inform all interested persons.

***** PLEASE POST *****