

City of Lauderhill Confidential and Managerial Employee Defined Benefit Retirement Plan

Policy and Procedure For Election of Member Trustees

WHEREAS, the Board of Trustees (“Board”) of the City of Lauderhill Confidential and Managerial Employee Defined Benefit Retirement Plan desire to adopt a Policy for Election of Member Trustees to the Board, in accordance with Article II, Division 3, Part 4, Section 2-88.3(d) of the Code of Ordinances for the City of Lauderhill, Florida.

NOW, THEREFORE, it is hereby resolved that the following Policy and Procedure for Election of Member Trustees is hereby adopted.

ELECTION PROCEDURE

1. **Board Composition.** The Board of Trustees consists of five Trustees, all of which are assigned to a specific seat for election purposes:
 - a. Seat 1 – Active Member Elected by Membership of the Plan
 - b. Seat 2 – Active Member Elected by Membership of the Plan
 - c. Seat 3 – Active or Retired Member Elected by Membership of the Plan
 - d. Seat 4 – City Commission Appointed Member
 - e. Seat 5 – City Manager Appointed Member
2. **Elections for Member Trustees**
 - a. **Setting Date for Election of Member-Trustees.** All elections will be held in October of the year in which the term expires.
 - b. **Notice of Candidacy.** In September of the election year, the Pension Plan Administrator, in conjunction with the City Clerk, will send out a notice of nominations to all members of the Plan which will provide for a nomination period. Members can be nominated by another member or a member may nominate themselves. In an election year where multiple seats are up for election, a Member can only be nominated for one seat. If nominated by another Member, the Member will confirm their intention to run for the Trustee position by submitting a (signed/dated) letter of interest to the Pension Plan Administrator no later than two (2) weeks prior to the election. Members failing to submit a letter of interest within the proper time period shall not be qualified to be placed on the election ballot by the Pension Plan Administrator.
 - c. **List of Eligible Candidates.** The names of the qualified nominees shall be verified and sent out by the Plan Administrator, in conjunction with the City Clerk, to be posted in City Hall one (1) week prior to the election, along with the date, time and location of elections. These are the only candidates eligible for election, there shall be no write-in candidates. If only one candidate is certified for each seat up for election, the election will not be held and the certified candidate will be deemed elected for each seat up for election.

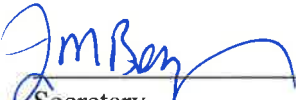
- d. Election Judge. The City Clerk shall act as the election judge to monitor the ballot box, to maintain the ballot box, and to count the ballots.
 - e. Election Procedure.
 - i. Election for Member-Trustee shall be by secret ballot. Active members, including DROP members are permitted to vote. As soon as the polls have closed on the election date, the ballots shall be counted in public. As each ballot is counted, the judge shall verify that each ballot is an official ballot and received by an eligible voter. Ballots not clearly marked, any ballots with more than one vote for each seat up for election, and any ballots that were not official shall not be counted, but shall be kept separately. All ballots shall be turned over to the Board of Trustees by the judge with a tally of the election results.
 - ii. Electronic Format. Should the Board of Trustees decide in the future to allow voting of Member Trustees to be done electronically, the following procedure applies:
 - 1. All ballots will be sent to Plan members in an electronic format at the start of the voting period using the application Survey Monkey, Google Form, or other application chosen by the Board of Trustees. All Plan members shall receive their ballots through their city issued email. Plan members shall submit their ballots electronically through the format established by the Board of Trustees.
 - 2. At the end of the election period, the electronic ballots shall be tabulated in public. The City Clerk shall verify that each ballot was received by an eligible voter. Any irregular ballots, including those from an ineligible email address shall not be counted, but shall be kept separately. The results of the electronic election shall be turned over to the Board of Trustees by the judge with a tally of the election results.
 - iii. Election Results. The top vote getter for each seat up for election shall fill the Member-Trustee position.
 - iv. Run-off Election. In the event of a tie among the top two (2) vote getters of each seat up for election, the candidates who are tied shall be in the run-off election. The run-off election shall be conducted in the same manner as in this Policy and Procedure.
 - v. Election Challenges. Any challenge to an election must be given in writing to the Pension Plan Administrator (with a copy provided to the City Clerk) within five (5) days of the date of the election, or run-off election, as applicable. A challenge shall not stop a run-off election from being held.
 - vi. Certification of Election Results.
 - 1. The Board of Trustees shall certify the election results.
 - 2. The Board of Trustees shall resolve all challenges to an election and may schedule a new election, if deemed appropriate, or take other action to resolve any challenges.
 - vii. Hold Over. In the event that the term of office of a Trustee shall expire prior to the completion of the election process, the sitting Trustee shall hold over in office until his or her successor is elected and seated.
3. Mid-Term Vacancy.
- a. Declaring Vacancy. If a Trustee resigns, is removed or becomes ineligible to serve, the office of that Trustee is considered vacated.

- b. Notice of Vacancy. If a vacancy occurs for any of the Member-Trustee positions, members shall be notified by the Pension Plan Administrator, in conjunction with the City Clerk, no later than five (5) working dates (Monday-Friday) after they have been notified of such vacancy. The replacement member shall be chosen in the same manner as the person who has left office, and shall be elected in accordance with this Policy and Procedure.
- c. Filling of Vacancies. If the vacancy occurs less than ninety (90) days before the Trustee's term was due to expire, the vacancy shall be filled at the next regulated election as provided in this Policy and Procedure. The Board of Trustees may reduce the time required for notice of the election, notice of candidacy, or any other time limits to expedite a new election.

This Policy and Procedure for the Election of Member Trustees is hereby ADOPTED by the Board of Trustees on this _____ day of 2023.



Chairman



Secretary