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**TITLE:** Board of Administration Election Policy

**EFFECTIVE DATE:** January 8, 2015

**BOARD ADOPTION:** January 8, 2015

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**INTRODUCTION:**

The Seattle Municipal Code (SMC) 4.36.500 provides in relevant part:

- A. There is created and established a Retirement System Board of Administration, which shall, under the provisions of this chapter and the direction of the City Council, administer the retirement and death benefit systems and the retirement fund created by this chapter. Under and pursuant of the direction of the City Council, the Board shall provide for the proper investment of the moneys in the retirement fund. The Board of Administration shall consist of seven members as follows:
1. The Chair of the Finance and Culture Committee of the City Council, or this committee's successor;
  2. The City Director of Finance;
  3. The Seattle Human Resources Director;
  4. Two persons who are members of the retirement system and one person who is a retired member, all of whom shall be elected by the members of the retirement system including retired members; provided, that persons who have elected upon termination of their employment to leave all their contributions in the retirement fund pursuant to the provisions of Section 4.36.655.A shall not be eligible to vote for or be elected to such positions; and provided, further, that at the time of such member's election to the Board, no more than one elected member may be employed in any single City department or other employment unit. In the event that a Board member who was elected as a retirement system member retires during his or her term as a Board member, he or she shall remain a Board member until the expiration of his or her term; and
  5. One member who shall be appointed by the other six members; provided that such appointed member shall not be a City employee or a retired City employee and shall not have membership in the retirement system.
- B. Elected members and the appointed member shall serve for a three-year term ending July 1<sup>st</sup> of the third year of such term.
- C. Elections for the members of the Board who are elected as provided in the section shall be administered by the Board. Ballots shall be accepted only if received by the Board's designated ballot counter on or before its close of business on the first Monday in June of each calendar year.

**ELECTION POLICY**

Consistent with the requirements of SMC 4.36.500:

- A. There will be a two-week candidacy period. Candidates may apply in-person at the SCERS' office, by email or by mail. The SCERS Executive Director will be responsible for setting the appropriate application deadlines, providing notice thereof, and specifying other requirements to verify the eligibility of candidates.
- B. If there is only one qualified candidate for a vacancy, then that candidate will be deemed to have won the election.