

TEACHERS' PENSION AND ANNUITY FUND

ELECTION RULES AND REGULATIONS

WHEREAS, N.J.S.A. 18A:66-56 and 56.1 and N.J.A.C. 17:3-1.4 provides for three trustees to be elected by the membership or its delegates of the Teachers' Pension and Annuity Fund, one of whom shall be elected each year for a three year term in such manner as the Board of Trustees may prescribe. In that regard, N.J.A.C. 17:3-1.4 states:

- (a) The Board shall hold an annual convention of delegates of the membership of the Fund each year for the purpose of:
 - 1. Electing a member-trustee to the Board; and
 - 2. Conducting a general discussion period.
- (b) The convention shall be held annually at a time and location designated by the Board and at the recommendation of the Secretary of the Board.
- (c) The chairperson of the convention will be a member of the Board of Trustees elected by the Board.
- (d) The Secretary of the Board shall act as the Secretary of the Convention.
- (e) The delegates and alternates attending the convention must be active or retired members of the Fund.
- (f) The delegates and alternates attending shall be selected from the membership of each county. The selection date shall be determined by the County Superintendent.
 - 1. Notice of the time and place of the county meeting shall be issued by the County Superintendent at least 10 days before the date of the meeting.
 - 2. The County Superintendent, within five days after the meeting, shall electronically forward to the Secretary of the Board information containing the membership numbers, retirement numbers, names, street and email addresses and school districts of the delegates and alternates.
- (g) Each county shall be entitled to one delegate for each 550 members employed in or retired from the county.
- (h) Each county shall be entitled to elect alternates, the number not to exceed one half of the number of delegates elected.
- (i) Members wishing to be nominated are required to send a written letter of interest to the Secretary of the Board at least 45 days prior to the convention meeting date.
- (j) The candidate for trustee must be employed in or retired from one of the counties of the group so designated for electing a trustee that year and also must be a resident of New Jersey.
- (k) The Secretary of the Board shall provide by mail or electronically to each eligible delegate and alternate the following:
 - 1. Identification for admission to the convention;
 - 2. A copy of the election rules;

3. Convention agenda;
4. Division's web address for the annual report of the Board of Trustees for the preceding fiscal year;
5. Proposed minutes of the prior year's convention; and
6. Name(s) of the candidate(s) to be nominated for trustee who have registered with the Secretary of the Board.

(l) The county grouping for election of trustee shall be as follows:

<u>Group A</u>	<u>Group B</u>	<u>Group C</u>
Bergen	Middlesex Somerset	Atlantic Gloucester
Essex	Monmouth Sussex	Burlington Hunterdon
Hudson	Morris Warren	Camden Mercer
Union	Passaic	Cape May Ocean
		Cumberland Salem

- (m) The election of a member-trustee shall be for a three year term beginning the succeeding January 1.
- (n) The nominating speech shall be limited to five minutes, with not more than one seconding speech of three minutes.
- (o) The following procedure will be followed for the election of a member-trustee.
 1. If only one candidate has registered with the Board Secretary in accordance with (j) above, for the position of trustee, the candidate shall be deemed elected without ballot.
 2. In the event that more than one candidate has registered with the Board Secretary in accordance with (j) above, the candidate to be elected must receive a majority of the total votes cast by the seated delegates or their alternates to be elected. In the event no candidate receives a majority, the candidate who has received the least number of votes shall be eliminated. This procedure shall be repeated on each succeeding ballot until one candidate has received a majority of the total vote.
- (p) The trustee must be employed in or retired from a county in Group A, Group B or Group C. Members elected shall serve three-year terms. In the event an active or retired trustee elected by the membership is unable to finish the term, the vacancy shall be filled in the same manner and in the same group as the departing trustee. The term of this position shall be the remainder of the unexpired term.
- (q) Only delegates with proper identification will be admitted to the convention.
- (r) Delegates, alternates and visitors shall be seated in a specified area.
- (s) The secretary of the convention will conduct a roll call of the delegates. Alternates will be seated in the place of respective county absentee delegates in the order in which they are listed by the secretary of the county meeting.
- (t) A majority of all of the delegates entitled to seats in the convention shall constitute a quorum for transacting the business of the convention.
- (u) The minutes of the convention shall be submitted by the secretary for approval at the next annual meeting.

- (v) Visitors and alternates not seated at the convention will only be recognized during the convention at the discretion of the chairman.
- (w) Delegates and alternates will be reimbursed for actual travel expenses incurred in connection with the convention in accordance with State of New Jersey, Department of Treasury reimbursement schedules. Mileage reimbursement shall not exceed 150 miles each way.

As of 6/6/11