

FIRE & POLICE RETIREMENT SYSTEM

TRUSTEE ELECTION POLICY

~~Pursuant to §1502 of the Charter of the City of Pasadena, an election shall be held to select a member of the Board from the Fire Department and a member from the Police Department. The procedure for the election shall be as set forth in this election policy.~~

Proposed Changes

Pending Approval of City Charter Section 1502 by an Affirmative Vote of the Public on November 5, 2024

In relevant part, Section 1502 of the Charter of the City of Pasadena provides the following:

“The Retirement Board shall consist of one member of the legislative body of the city to be selected by and to serve at the pleasure of the said legislative body, two qualified electors of the City of Pasadena not connected with the government thereof, to be appointed by the legislative body, and two members elected under the supervision of the Retirement Board pursuant to the process set forth in the Trustee Election Policy, provided that such policy is approved pursuant to a resolution of the Retirement Board after a comment period of no less than 30 days to solicit input from Retirement System members.”

Accordingly, the procedure for the election of the two Retirement Board member shall be as set forth in this Policy. Any revisions to the existing Policy shall not be effective unless approved by a resolution of the Retirement Board after a comment period of no less than 30 days.

Section 1: Candidate Pool and Eligible Voters for Fire Department Trustee

- 1.1 One of the two members elected under the supervision of the Retirement Board shall be a member of the Retirement System that retired as an employee of the Fire Department. If no candidate is willing to serve on the Retirement Board from Retirement System Fire retirees, then the call for candidates shall be expanded to include City of Pasadena employees that retired from the Fire Department under the California Public Employees Retirement System. If the foregoing categories fail to yield a candidate willing to serve on the Retirement Board, then the call for candidates shall be further expanded to include any member of the Retirement System or any employee of the Pasadena Fire Department or Pasadena Police Department that retired under the California Public Employees Retirement System.

- 1.2 Only Fire Department members that retired under the Retirement System are eligible to vote for the Fire Department Trustee.

Section 2: Candidate Pool and Eligible Voters for Police Department Trustee

- 2.1 The other member elected under the supervision of the Retirement Board shall be a member of the Retirement System that retired as an employee of the Police Department. If no candidate is willing to serve on the Retirement Board from Retirement System Police retirees, then the call for candidates shall be expanded to include City of Pasadena employees that retired from the Police Department under the California Public Employees Retirement System. If the foregoing categories fail to yield a candidate willing to serve on the Retirement Board, then the call for candidates shall be further expanded to include any member of the Retirement System or any employee of the Pasadena Fire Department or Pasadena Police Department that retired under the California Public Employees Retirement System.
- 2.2 Only Police Department members that retired under the Retirement System are eligible to vote for the Police Department Trustee

Section 3: Retirement System Election Guidelines

- 3.1 ~~1-~~The Secretary of the System shall serve as the Election Official.
- 3.2 ~~2-~~In any election for ~~trustee~~Trustee of the Retirement System, the candidate receiving the highest number of votes, which need not be a majority of the votes cast, shall be declared the winner.
- 3.3 ~~3-~~In the case of death, resignation or removal of a ~~trustee~~Trustee, a special election shall be held for the unexpired term of the ~~trustee~~Trustee who died, resigned or was removed, provided that if such death, resignation, or removal occurs less than six months prior to the expiration of such ~~trustee's~~Trustee's term of office, the Retirement Board may elect not to hold a special election to fill the vacancy.
- 3.4 ~~4-~~If any election for the office of a ~~trustee~~Trustee should result in a tie, the winner shall be decided by a toss of a coin in the presence of the affected candidates in the office of the Election Official.
- 3.5 ~~5-~~Notice of an election of a ~~trustee~~Trustee shall be mailed by the Election Official to all ~~active and retired~~Retirement System members, ~~if the trustee will be elected by them,~~ three (3) months prior to the expiration of the ~~trustee's term~~Trustee's term. In the case of a vacancy occurring prior to the expiration of the term, notice of an election shall be provided as soon as reasonably practicable after the vacancy occurs. Election notification shall include: advising that such election will be held, the qualifications for the ~~trustee~~Trustee to be elected, instructions for nominating a candidate for such election, and the ~~registration~~nomination deadline. A copy of this ~~Election~~-Policy shall

also be included.

3.6 ~~6.~~ All mailings to ~~active and retired~~ Retirement System members in connection with any election shall be addressed to the home addresses furnished by the ~~active and retired members and on file with the Retirement System office.~~

3.7 ~~7.~~ The following procedures shall be observed by the Election Official, in addition to such other procedures not specifically provided herein as may be ~~adopted~~ deemed necessary by the Election Official ~~for any~~ solely for purposes of carrying out an election.

A. At the filing deadline, the Election Official shall prepare a register of candidates who have been nominated for the election. Only the names of such candidates who have been nominated prior to the deadline shall appear on the ballot for the election. The names of candidates shall be listed on the ballot for the election, in the ~~the~~ order selected by lot by the Election Official, from a blind pool of the names of all candidates.

B. All ballots, mailing envelopes, return envelopes and instructions to voters shall be prepared by the Election Official in accordance with these guidelines, and shall be printed and controlled by the Election Official in accordance with this policy.

C. Only retired members of the Retirement System are eligible to vote in an election. Retirement System payees that are ineligible to vote in any Trustee election include payees that are surviving spouses, beneficiaries, or DRO ex-spouses. Current City of Pasadena Fire and Police Department employees and former employees that retired from Pasadena service under the California Public Employees Retirement System are ineligible to vote in any Trustee election.

D. ~~6.~~ Ballots and related election materials shall be mailed first class to those ~~active and retired~~ Retirement System members eligible to vote in the election. The deadline for return of the ballots shall be ~~5:00~~

~~p.m.~~ local time, fifteen (15) calendar days after the date of mailing by the Election Official. If the 15th day falls on a Saturday, Sunday or legal holiday, the deadline shall be extended to 5:00 p.m. local time on the next business day thereafter. The Election Official shall maintain a mailing list of all eligible voters showing the name and mailing address for each voter. This list shall be the Master Eligible Voter List.

E. ~~D.~~ All return envelopes, with ballots, delivered to the Election Official shall be dated and retained by the Election Official in a secure place and shall remain unopened until the official tabulation of votes.

F. ~~E.~~ Return envelopes delivered to the Election Official after the deadline shall be dated and retained by the Election Official but not opened, and the ballots therein shall not be counted.

G. ~~F.~~ The Election Official shall notify the candidates of the date, time and place for the opening of the return envelopes and the official tabulation of votes. Each candidate may have a representative present to observe the opening of the return envelopes and the counting of the votes.

H. ~~G.~~ The Election Official shall notify the Retirement System of the official tabulation of votes.

I. ~~H.~~ The Election Official shall adopt appropriate procedures to account for all ballots and return envelopes mailed and received.

J. ~~I.~~ All ballots, return envelopes, the Master Eligible Voting List and ballots not counted and return envelopes not opened for any reason for each election shall be retained by the Election Official for a period of one year after the date of the official tabulation of votes and then destroyed by the Election Official.

K. ~~J.~~ After the official tabulation of votes, the Election Official shall certify the results to the Retirement Board including a summary of ballots not counted, return envelopes not opened, and the reasons therefor.

L. The Election Official shall cause notice of the election results to be provided to Retirement System members in whatever manner is deemed to be reasonable by the Election Official.

3.8 ~~8.~~ If only one candidate, for the position of ~~trustee~~ Trustee, has been properly nominated prior to the ~~registration~~ nomination deadline for any election of a ~~trustee~~ Trustee whose term of office shall commence after April 1, the Election Official shall so notify the Retirement Board. Upon receipt of such notice, the Retirement Board shall declare the ~~registered~~ candidate to be elected as a ~~trustee~~ Trustee and the election procedures set forth in Section 73.7 of this ~~rule~~ Policy need not be complied with.

ADOPTED BY THE BOARD: May 17, 1997

Revised: December 12, 2000; January 18, 2001; [Month] 2024