

City of Alexandria
Supplemental Retirement Board
Election Procedures
Last Amended: September 15, 2020

The Board has responsibility for the election process, a Board Member who is seeking re-election cannot participate in any aspect of the election/nomination process for that particular seat.

NOMINATION PROCEDURES

1. Interested candidates will submit a personal statement to Staff.
2. Candidates will provide contact information to Staff.
3. Personal statements must be received by posted deadline in order to be considered for election. Candidates whose petitions are received after the deadline may not be included in the ballot.
4. In the event there is an insufficient number of candidates for any vacant position Staff may open a second nomination period.
5. Staff will compile personal statements and provide copies to Board Members.

VOTING PROCEDURES

1. Balloting for unopposed elections will be waived.
2. Staff will prepare voting ballots for any opposed election.
3. Board Members will vote for one candidate per seat.
4. The person receiving the highest number of votes will be the winner.
5. In the case of a tie vote a run-off will be held between the top two vote recipients and the nominee receiving the highest number of votes will be the winner.
6. If there are multiple candidates for the representative position and no candidates for the alternate position the following procedure will be followed:
 - a. Board members will vote for one nominee to fill the representative position.
 - b. Ballots will be counted. The person receiving the most votes will be the representative.
 - c. A second vote will be held (excluding the newly elected representative.) and the person receiving the highest number of votes will be the alternate.
7. Staff shall be responsible for accepting and tallying ballots and for preparing election results.

PUBLIC ANNOUNCEMENT and CITY COUNCIL APPOINTMENT

1. Staff shall publicly announce the election results.
2. Council appoints elected candidates to Board.