

**GENERAL RETIREMENT SYSTEM OF THE CITY OF DETROIT**  
**RULES AND REGULATIONS GOVERNING ELECTION**  
**OF TRUSTEES OF THE RETIREMENT SYSTEM**  
**RETIRED TRUSTEE ELECTION -- TERM ENDING JUNE 30, 2023**

**ARTICLE I**

The Charter provides in Section 9-601, Chapter 6, Article 9 that "Retired General City employees are entitled to be represented in city legislative and budgetary proceedings on issues affecting their interest by persons elected by them". Section 54-3-3.1 of the City of Detroit Municipal Code provides for the "The Procedures for the Election of the Retiree Member of the Board of Trustees".

**ARTICLE II**

**NOTICE OF ELECTION:**

Notice of primary election shall be sent to each service retiree of the General Retirement System by U.S. Mail not later than February 22, 2021.

**ARTICLE III**

**ELECTION TO BE HELD:**

Section (1). A primary election to determine nominees shall be held May 25, 2021. An election to select the retiree Trustee shall be held June 29, 2021.

**NOMINATING PETITION:**

Section (2). No candidate's name shall be placed upon primary election ballots for nomination for the office of retiree trustee unless he/she is a service retired member of the System, and unless there shall be filed with the Executive Director of the Retirement System nominating petition(s) containing the signature of service retired members of the Retirement System totaling at least one hundred twenty-five (125) signatures. Incumbents only need to notify the Board of Trustees by letter declaring his or her candidacy, signed petitions are not applicable. Service retired members include "early" and "vested" retirees. Signatures are defined as cursive signature, not printed name, unless an employee's printed name is his/her signature as illustrated in the Retirement System Files on signature lines. By submitting a Nominating Petition, Candidates consent to a criminal background check. The Board of Trustees may disqualify a Candidate for seeking election to a Member Trustee position on the Board in the event the Candidate has been found guilty or entered a nolo contendere plea to a crime involving the public trust, finances or the personal property of another within the last twenty (20) years (i.e. theft, fraud, larceny, conversion, bribery etc.).

## **FORM OF NOMINATING PETITION:**

Section (3). Nominating petitions shall be furnished by the Executive Director to the Retirement System and will be available on February 22, 2021. Petitions may be obtained in person by the prospective candidate from the Retirement System at Ally Center, 500 Woodward, Suite 3000; Detroit, Michigan 48226. Please note that due to COVID restrictions, prospective candidates must notify Gail A. Oxendine, Assistant Executive Director via email at [goxendine@rscd.org](mailto:goxendine@rscd.org) to schedule an appointment to pick up nominating petitions. Limited appointments will be available.

Prospective candidates are also welcome to download the nominating petitions and election rules from our website at:

[https://www.rscd.org/member\\_resources\\_/trustee\\_election\\_-\\_2021.php](https://www.rscd.org/member_resources_/trustee_election_-_2021.php) .

If the prospective candidate elects to download the election materials, the candidate must notify Gail A. Oxendine at the email address referenced above to declare his/her candidacy. Failure to make email notification as indicated will result in the candidate being disqualified. Eligibility requirements of the candidate will be reviewed by the Executive Director to the Retirement System. Petitions and rules will be issued to all eligible candidates upon receipt of a signed request for same (or downloaded from our website). Petitions shall have a heading for signature, printed name, last four (4) digits of the social security number or entire pension no., and the date.

Sworn affidavit with notary signature will continue to be included in the standard petition form.

## **FILING NOMINATING PETITIONS:**

Section (4). Nominating petitions, properly notarized, shall be received by the Executive Director of the Retirement System (or his/her designee) up to the hour of four o'clock in the afternoon of March 22 2021 at Ally Center, 500 Woodward Avenue, Suite 3000, Detroit, Michigan 48226, **by appointment only**.

## **NAMES ON NOMINATING PETITIONS TO BE CHECKED:**

Section (5). The Executive Director of the Retirement System shall cause to be compared the names of persons signed to the nominating petitions with the retired membership rolls of the Retirement System and shall eliminate names of persons who are not service retired members, printed names where no signature appears, illegible writing where a signature and printed name cannot be discerned or verified. Such comparisons shall be performed by the American Arbitration Association staff. When the comparisons are completed, the eligible candidates shall be certified to the Board of Trustees by the American Arbitration Association. Such certification shall be made not later than April 12, 2021.

## **WITHDRAWAL OF NAME FROM BALLOT:**

Section (6). After filing of a nominating petition by or on behalf of any candidate proposed for nomination to the office of retiree Trustee, such candidate shall not be permitted to withdraw unless written notice is served on the Executive Director of the Retirement System not later than March 29, 2021.

## **ARTICLE IV**

### **IDENTIFYING INFORMATION ON BALLOT:**

Section (1). Each candidate whose name appears on the ballot at any election held for the office of retiree Trustee shall be identified by the position held at time of retirement and the word Incumbent if the candidate is the retiree member of the Board of Trustees seeking re-election. The word "Incumbent", when used, shall appear bolded & centered below the name of the retired member of the Board of Trustees seeking re-election. Whenever there is a possibility of confusion through similarity of names of nominees or candidates, the Board of Trustees shall add whatever additional information it deems necessary to avoid any confusion.

### **DESIGNATION PROHIBITED ON BALLOT:**

Section (2). No ballot shall have printed thereon any organization or political designation or mark, except as specifically provided in Section (1) of this Article.

### **ROTATION OF NAMES ON BALLOT:**

Section (3). Names on the ballot shall be arranged alphabetically, according to surname, in a vertical column and shall be rotated by the following process: The printer shall take the line of type containing the name of the retired member at the head of the list of candidates, place it at the bottom of the list and move the column upward so that the name that before was second shall be first after the rotating so that each alternate ballot shall have the names in a different relative position.

### **GENERAL RETIREMENT SYSTEM WEBSITE POSTING:**

Section (4). Each candidate certified on the ballot shall be afforded the opportunity to have the following information posted on the General Retirement System website during the pendency of the election:

Name

Headshot picture

Position/Department retired from

A statement/resume of less than 250 words describing the candidate's qualifications to serve on the Board of Trustees.

## ARTICLE V

### MAILING BALLOTS:

Section (1). At least ten days prior to a primary or an election, the American Arbitration Association shall mail to the last known residence address of each service retired member of the Retirement System, who is receiving a retirement allowance the following forms:

- a) A Ballot
- b) A Ballot Envelope
- c) A Return Postage Prepaid Envelope addressed to the American Arbitration Association, 39555 Orchard Hill Place #600, Novi, Michigan 48375. In the upper left hand corner of the envelope there shall be two horizontal lines, with instructions to have the member sign his/her name and print his/her name.
- d) Instructions governing the marking of ballots and forwarding same to the office of the American Arbitration Association, 39555 Orchard Hill Place #600, Novi, Michigan 48375.

### POLL LIST:

Section (2). The Executive Director shall cause to be prepared a list of service retired members to be known as a Poll List, showing the (1) name and (2) last known residence address of each service retired member who is entitled to vote in accordance with Article VI, Section (1). The Executive Director shall supply the American Arbitration Association with a copy of the poll list and mailing labels to be used for the mailing of election ballots.

### MAILINGS:

Section (3). Candidates will no longer be able to obtain a poll list of retired General Retirement System (GRS) members who are entitled to vote. Instead, candidates desiring to send a campaign pamphlet, flier or other type mailing to retired General Retirement System Members must submit their mailing materials to the Retirement System for mailing.

#### Mailings

Mailings will be administered by the Retirement Systems staff and will be handled by the GRS Mailer for an approximate fee of \$7,771.00/\$9,326.00 by GRS staff in one of the following methods.

1. Candidate submits final mailing material and certified check to the Retirement Systems; or

2. Candidate submits a sample mailing to be produced by the GRS Mailer and certified check to the Retirement Systems.

If candidate does a timely submission, GRS staff will cause the information to be mailed to members before the ballots are mailed.

### **CUSTODY OF BALLOTS:**

Section (4). Election ballots shall be in the sole custody of the American Arbitration Association.

## **ARTICLE VI**

### **WHO MAY VOTE:**

Section (1). Only service retired members (including early and vested) of the Retirement System, whose names appear with retirement allowances on a regular city retirement payroll covering the payroll paid through January 31, 2021, shall be permitted to vote for the retiree Trustee of the Retirement System.

### **MARKING BALLOTS:**

Section (2). In order to vote for a candidate for the office of retiree Trustee of the Retirement System, at the primary or election, the service retired member voting shall place a mark in the square before the candidate's name for whom he/she wishes to vote, but in every case he/she shall vote for not more than one candidate.

### **RETURNING BALLOTS:**

Section (3). After a retired member has marked his/her ballot he/she shall insert it in the Ballot Envelope and same shall be sealed. The retired member shall then insert the Ballot Envelope in the Return Envelope and seal same and shall sign his/her name and print his/her name in the upper left hand corner of the Return Envelope and mail or deliver it to the American Arbitration Association.

### **PROCEDURE FOR HANDLING RETURN ENVELOPES RECEIVED:**

Section (4). Return Envelopes will be handled in accordance with the rules established and monitored by the American Arbitration Association.

### **ELECTION DEADLINE:**

Section (5). Election Envelopes must be received in the offices of the American Arbitration Association no later than 5:00 P.M. on:

1. May 18, 2021 - Primary
2. June 23, 2021 - Final

## **ARTICLE VII**

### **SELECTION OF SUCCESSFUL CANDIDATES FOR NOMINATION:**

Section (1). The number of nominees for the office of retiree Trustee shall be two (2) and shall be selected from the number of candidates on the primary election ballot in the following manner:

- a) The candidates shall be arranged in the order of the number of votes obtained at the Primary Election.
- b) The two candidates having obtained the highest number of votes shall be deemed to be nominees for the office of retiree Trustee, the other candidates having been eliminated.
- c) If a nominee receives more than 50% of the valid votes cast in the Primary Election that nominee shall be deemed the elected retiree Trustee and no further election shall be necessary.
- d) If no nominee receives more than 50% of the valid votes cast in the Primary Election, the two nominees receiving the highest number of votes shall run in the election June 29, 2021, and the nominee receiving the highest number of votes in said election shall be deemed the elected retiree Trustee.

### **CERTIFICATION OF SUCCESSFUL CANDIDATES FOR NOMINATION:**

Section (2). After the ballots are counted and the totals verified in accordance with the usual procedure employed by the American Arbitration Association, the American Arbitration Association shall certify the results of the primary election to the Executive Director of the Retirement System who shall thereupon notify the Board of Trustees and all candidates of the names of the successful candidates.

### **TIE VOTES:**

Section (3). In accordance with State Election Laws, ties will be decided by a random draw.

## **ARTICLE VIII**

### **DESTRUCTION OF BALLOTS:**

If, within seven days after the certification by the American Arbitration Association, no petition is filed with the Board of Trustees for a recount, or no request is filed in writing with the Board of Trustees contesting the certification by the said American Arbitration Association, the election shall be declared final.

Election ballots, in accordance with American Arbitration Association rules, will be retained for a period of one (1) year and then destroyed.