

**DENISON FIRE FIGHTERS' RETIREMENT SYSTEM
POLICY REGARDING ELECTION OF
TRUSTEES BY FIRE FIGHTERS
(Revised February 18, 2016)**

1-1 Call of Election

The Board of Trustees of the Denison Fire Fighters' Retirement System (referred to as the "Board") shall call an election by participating members of the Retirement System to fill each position on the Board under Section 19(a)(3) of the Texas Local Fires Fighters' Retirement Act (Vernons Ann. Civ. Stat., Art. 6243e) (referred to as the "Act"). The election shall be held during the period specified in Section 19(b) of the Act, or as necessary in the event such a position becomes vacant during the term due to resignation, death, etc. of such a Board member. If such election becomes necessary, it shall be called at the next regularly scheduled Board Meeting.

- a. The three (3) Trustee positions on the Board provided by Section 19(a)(3) of the Act are presently, and shall continue to be, each elected for a three (3) year term, with one such term expiring each year during a three year period.
- b. The elections to be called by the Board shall continue to follow this three (3) year rotation pattern.

1-2 Dates of Election

The Board shall set the dates and times during which such an election shall be conducted.

2-1 Solicitation of Trustees

The Board shall notify firefighters prior to the election by using the following procedures:

- a. The Board shall set a filing deadline by which all interested shall be signed up.
- b. The sign-up sheet shall be posted at Central Fire Station, 700 W. Chestnut.
- c. An email will be sent to all firemen announcing the open position and sign-up information. It shall also be posted on the retirement website.
- d. Voting will take place via the retirement website or paper ballot.

3-1 Counting of Votes

- a. All votes shall be counted by (i) the board chairman, vice chairman. And/or (ii) at least one current trustee who is not on the ballot or the Retirement System Plan Administrator.
- b. In the event a written request for a recount is presented to the Board by a nominee, the Board shall set a time and date to recount the votes as soon as practical after the recount is requested. The recount shall be conducted by at least three (3) current trustees who are not on the ballot.

4-1 Canvass of Results

As soon as practical after receiving notice of the results of the election from the election manager, the Board shall meet to canvass the results of the election, determine the official results, and certify the winner of the election. The Board shall determine whether fifty percent (50%) of the participating members voted in the election. If the Board determines less than 50% voted is shall be considered null and void. A new election will be held.

5-1 Contested Election

If an election is contested before the canvass is completed, the canvassing process will continue and the results of the election will be determined and certified as if the contest had not been brought. The person certified by the Board, as the winner on the basis of the official canvass shall be entitled to occupy the elected office pending the determination of the contest to the results of the election.

6-1 Runoff Election

If no nominee receives a majority of the votes cast in the election, a run-off election shall be held between the two (2) nominees who received the highest number of votes in the election.

- a. The run-off election shall be held as soon as practical after the Board meets to canvass the results of the election.
- b. The run-off election shall be conducted using the same procedures as in the general election.

7-1 Appeals

Any individual who feels he or she has been unjustly denied a position as a nominee or as a trustee shall use any applicable appeal process provided by the Act to determine otherwise.

8-1 Retention of Records

The Secretary of the Board, with the assistance of the staff of the Retirement System, shall retain the records of the election, including lists of participating members who voted, ballots cast, tally sheets used in counting ballots, official certification of results, and list of persons to whom election duties were delegated by the Board or the election manager.

(electionpolicy02/20/2016)