

**HOUSTON MUNICIPAL EMPLOYEES PENSION SYSTEM
2010 TRUSTEE ELECTION GUIDELINES**

A. Application Procedures

1. Applicants must complete all aspects of the application form. Partially completed forms will NOT be accepted.
2. An applicant can apply for one position only. All applicants MUST indicate the position for which they are applying. Active employees can apply for either Position #5 or #6. The incumbents are Sherry Mose, Position #5, and Mark V. Mancuso, Position #6. Retirees can apply for Position #8. The incumbent is George Bravenec.
3. All applications MUST be returned by the applicant, in person, to the HMEPS Office at 1111 Bagby, Suite 2450, Houston, TX no later than 4:00 p.m., Houston time, Friday, June 25, 2010, the application deadline. Absolutely no application(s) will be accepted after that time.
4. The HMEPS Office will designate specific representatives who have been instructed in the election procedures. Each application must be submitted to one of those representatives who will receive it, review it, and issue a letter of receipt for each properly completed application that is delivered before the filing deadline. The letter of receipt is the applicant's proof of the timely filing of an application.
5. HMEPS representatives will obtain qualifying information from the City's personnel records for employee applicants, and from the HMEPS Office records for retiree applicants. The applications, with supporting information, will be submitted to the Executive Director of HMEPS for certification. NOTE: HMEPS may verify an employee's or a retiree's status at any time to determine qualification as an applicant or candidate for a Trustee position.
6. The Executive Director will notify each applicant by letter whether or not his or her application was certified. For each application that is not certified, the letter will include an explanation of the deficiency.

B. Election Procedures

1. An independent firm (the Administrator) will perform the administration of the election. Under the election plan, HMEPS will not be able to identify a voter with the ballot he or she casts. The plan also ensures that only one voted ballot per voter is counted.

2. The Administrator will prepare the ballot and mail a ballot, with candidates' campaign information enclosed, to each qualified employee voter identified by records received from the City and to each qualified retired voter identified by HMEPS records.
3. Voters may choose to vote by one of the following methods: 1) mail-in ballot voting; 2) telephone voting; or 3) on-line voting. NO VOTED BALLOTS WILL BE ACCEPTED BY THE HMEPS OFFICE OR ANY CITY OFFICE.
4. After the voting deadline, votes counted will be reconciled with ballots voted.
5. The qualified candidate receiving the majority of the votes cast for a position will be declared the winner for that position, except that if the two employee candidates receiving the majority of votes in their respective elections are from the same department, and a current trustee is from that same department, the employee candidate receiving the highest number of votes will be elected to the Board for the employee trustee position for which the candidate was running, and the other candidate will be declared ineligible for the other employee trustee position. The employee candidate receiving the second highest number of votes will then be declared the winner of that position, unless that candidate is also from the same department, in which case the process repeats until an eligible candidate is declared winner. If no eligible candidate remains, the employee trustee position will be filled by appointment made by a majority of the employee trustees on the existing Board by a notarized affidavit of appointment submitted to the Executive Director not later than the 30th day after the date of the election. If the notarized affidavit is not timely submitted, the Executive Director will call an election to be held not later than the 90th day after the date of the election.
6. If there is no candidate who receives a majority of the votes cast for the position for which the candidate applied, a runoff election will be declared. See sections 9-13 for runoff election information.
7. The Administrator will prepare a report of the election, including vote tally and election results, and provide the report to the Board for the monthly Board meeting in August, which is currently scheduled to occur on August 26, 2010. Candidates are encouraged to attend.
8. The Board will act to certify, or to not certify, the election. If it is not certified, the Board will identify the deficiency and prescribe a remedy for it. If the election is certified, winning candidates in attendance will be installed as Trustees immediately after the election is certified. The Board will instruct the Executive Director to notify those candidates not in attendance of the election results.
9. If there is a runoff election for a position, the runoff election will be completed and certified by the second regular monthly Board meeting following the date the Board certifies the original election results.

10. If there is a runoff election in both of the employee Trustee positions and all four of the candidates in the runoff elections are from the same department as a sitting Trustee who is not in the runoff election, HMEPS will follow its trustee election policy to determine which candidates are eligible for the runoff election.
11. The Administrator will compile the runoff ballot(s) and administer the runoff election. Prior to distribution of the ballots, the Executive Director will approve the ballots to ensure they are consistent with the information received by HMEPS. The Administrator will then mail the ballots to all qualified voters, along with the campaign information provided at the time of the candidates' applications.
12. The Administrator will prepare a report of the election, including vote tally and election results, and provide the report to the Board for the monthly Board meeting following the runoff election. Candidates are encouraged to attend.
13. The Board will act to certify, or to not certify, the runoff election. If it is not certified, the Board will identify the deficiency and prescribe a remedy for it. If the election is certified, winning candidate(s) in attendance will be installed as Trustee(s) immediately after the runoff election is certified.
14. If an applicant dies or otherwise does not meet the qualifications for the applicable Trustee position at any time prior to the certification of the ballot, including the runoff election ballot, the applicant's name shall not be placed on the ballot. The Executive Director will notify the disqualified applicant of the reason for disqualification.
15. If a candidate dies or otherwise does not meet the qualifications for the applicable Trustee position at any time after the certification of the ballot, including the runoff election ballot, and such candidate receives the majority of votes for the Trustee position, the vacancy caused by the death or disqualification of the candidate will be filled by appointment by the applicable Trustees.