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SECRETARY

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## ***CORRESPONDENCE MEMORANDUM***

**DATE:** September 4, 2013  
**TO:** Employee Trust Funds Board and Teachers Retirement Board  
**FROM:** Rob Marchant, Deputy Secretary  
**SUBJECT:** Board Elections

**This memo is informational only. No Board action is required.**

As you know, the Department of Employee Trust Funds (ETF) has revised the administrative rule governing the Board elections process. The updated rule permits the Secretary of ETF to conduct elections “using a paper-based process, electronically by use of the Internet, by a combination of methods, or by any other reasonable means”. Secretary Conlin has directed that future board elections be conducted electronically.

Staff has been working to implement a software application that will allow voters to cast their votes either online or via telephone. We expect the new voting methods to offer many benefits, including time savings, cost savings, greater voter participation, a decrease in the percentage of invalid votes, and exposing members to doing business with ETF electronically. This project supports ETF’s Strategic Plan by offering self-service tools and improved electronic communications, supports ETF’s Mission by seeking to improve our service and supports ETF’s Vision to modernize practices.

This new means of voting should be available in time for the Teachers Retirement Board election set for early 2014 (the seats currently held by Betsy Kippers and Mary Jo Meier). Nomination papers for this particular election are due November 1, 2013 and we will conduct an election if more than two candidates qualify for the open seats. Regardless, however, staff will complete the project so electronic voting is available for the next election.

As of this date, staff is putting the final touches on the Request for Bid (RFB) for a vendor who administers electronic elections. The electronic election process does not affect the nomination process. The RFB will be released by September 30, 2013 and a vendor will be selected by October 31, 2013.

We plan to demonstrate the electronic voting process at the December 5, 2013 Board meeting. ETF staff will be at the September 26, 2013 Board meeting to discuss this memo and to answer any questions.

Board	Mtg Date	Item #
JM	9.26.13	4A