

# **THE POLICEMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO**

## **PROCEDURAL RULES FOR MEMBER TRUSTEE SPECIAL ELECTIONS**

**For the Purpose of Electing Members of The Retirement Board of the Policemen's Annuity and Benefit Fund of Chicago, in accordance with Section 40 ILCS 5/5-179 and 180.**

**February 29, 2024**

## **THE RETIREMENT BOARD OF THE POLICEMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO**

221 N. LaSalle Street

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Chicago, IL 60601-1404

Website: [www.chipabf.org](http://www.chipabf.org)

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### **MEMBERS OF THE BOARD OF TRUSTEES**

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#### **Representing the Public:**

Melissa Conyears-Ervin

Annette Guzman

Jill Jaworski

Jeffrey Levine, Vice President

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#### **Representing Active Police Officers, Participants not in Payment, and Disability Beneficiaries:**

John Lally

Michael J. Stiscak, President & Recording Secretary

(VACANT)

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#### **Representing Retirees in Payment:**

Michael K. Lappe

## Overview of the Election

As required by the Illinois Pension Code, 40 ILCS Act 5, Article 5, The Policemen's Annuity and Benefit Fund of Chicago (the "Fund") conducts elections for the Active Policemen Member Trustees and Annuitant or Beneficiary Member Trustee. This special election for Active Police Member Trustee from the Rank of Investigator, Patrolman, or equivalent rank is being held to fill a current vacancy for a residual term set to expire **November 30, 2024**.

The following framework of Procedural Rules, including timetable of significant dates established for this special election to be conducted are reviewed and revised by the Retirement Board of the Policemen's Annuity and Benefit Fund of Chicago (the "Retirement Board").

## The Independent External Election Administrator

The responsibility for the conduct of the election process rests with the Retirement Board. The Retirement Board has determined that it shall retain an Independent External Election Administrator, (hereinafter referred to as "External Administrator") for the purpose of attesting to the validity of all activities undertaken by the Retirement Board and Fund Staff in the conduct of the election. The External Administrator shall also certify the results of the election to the Retirement Board. The firm may be an auditing firm, a law firm, or a specific election monitoring firm that has proven expertise and experience in the supervision of similar elections.

For purposes of this special election to be held for the position for Active Police Member Trustee from the Rank of Investigator, Patrolman, or equivalent rank, the Retirement Board has retained the following as External Administrator:

Survey & Ballot Systems  
7653 Anagram Drive  
Eden Prairie, MN 55344-7311

Questions concerning any aspect of the Fund's Special Election shall be directed in writing to:

Kevin Reichart, Executive Director  
The Policemen's Annuity and Benefit Fund of Chicago  
221 North LaSalle Street, Suite 1621  
Chicago, Illinois 60601  
(312) 676-0424  
kreichart@chipabf.org

**PROCEDURAL RULES OF A SPECIAL ELECTION FOR THE OFFICE OF  
ACTIVE POLICE ELECTED MEMBER TRUSTEE  
FROM THE RANK OF INVESTIGATOR, PATROLMAN OR EQUIVALENT RANK  
FOR A TERM THAT EXPIRES NOVEMBER 30, 2024  
OF THE RETIREMENT BOARD OF THE POLICEMEN'S ANNUITY AND BENEFIT FUND OF CHICAGO**

Under the provisions of Sections 5-179 and 5-180 of Act 5 of Chapter 40 of the Illinois Compiled Statutes, an election will be held to fill the office of Active Police Elected Member Trustee of the Retirement Board which became vacant on February 15, 2024 by reason of a vacancy in the position of Active Police Elected Member Trustee from the Rank of Investigator, Patrolman, or equivalent rank.

All persons eligible to vote will receive an email with voting instructions and a link to the secure voting website maintained by the External Administrator no later than **Friday, April 26, 2024**. Persons voting must log on to the secure voting website and cast their vote by **Wednesday, May 15, 2024 at 11:59 pm**.

**1. Eligible Voters**

All members of the Chicago Police Department ("CPD") from the Rank of Investigator, Patrolman, or equivalent rank employed by the City of Chicago on the day of any election and all police officers receiving disability benefits from the Policemen's Annuity and Benefit Fund of Chicago ("Fund") shall have a right to vote at such elections for the position of Active Police Elected Member Trustee from the Rank of Investigator, Patrolman, or equivalent rank.

**2. Eligibility for Membership on the Retirement Board**

Any member of the Chicago Police Department ("CPD") from the Rank of Investigator, Patrolman, or equivalent rank employed by the City of Chicago on the day of the Special Election shall be eligible to be a member of the Retirement Board and may become a candidate for the office to be filled. Candidates whose employment is terminated for any reason prior to **Wednesday, May 15, 2024** shall no longer be deemed to be eligible candidates. Any votes cast for such terminated candidate shall be voided.

**3. Petition for Candidacy on the Retirement Board**

A person seeking to run as a candidate in the Special Election must obtain the candidate petition from the office of the Retirement Board, 221 N LaSalle Street, Suite 1626, Chicago, Illinois 60601 or print it from the Fund website: [www.chipabf.org](http://www.chipabf.org), beginning **Friday, March 1, 2024** through **Thursday, March 21, 2024**.

The prospective candidate shall then personally file a completed petition in the office of the Retirement Board from **Monday, March 18, 2024 through Friday, March 22, 2024**. Each page of the petition must bear an affidavit of the person in whose presence the petition was signed.

The petition for each such candidate must be signed by fifty (50) persons duly qualified to vote for Policemen's Representative of the rank of Investigator, Patrolman, or equivalent rank.

On **Monday, March 25, 2024**, the first business day following the last day for filing nominating petitions, all petitions so filed shall be open to public inspection in the office of the Retirement Board, and the sufficiency of any petition may be challenged in writing on or before **Tuesday, March 26, 2024**, the second day following the last day for filing such petitions. In addition, any candidate may, in writing, withdraw his or her petition on or before **Tuesday, March 26, 2024**, the second day following the last day for filing petitions.

After the time to challenge the sufficiency of the petitions has expired, the Retirement Board shall rule on the sufficiency of all nominating petitions filed, and the findings of the Board, as to the sufficiency of any petition, shall be final.

In the even that no eligible participants declare their candidacy within the aforementioned time frame, participants will be notified of a new election timetable, including the time frames for candidate registration as established by the Fund.

#### **4. Name on Ballot**

No candidate name shall be printed upon a ballot on the election website unless a petition has been filed as herein provided. The candidate's name shall be printed on the ballot on the election website as submitted on the petitions. While the ballot may show an abbreviation of a name, it may not show nicknames, labels, titles, designations, or epithets.

#### **5. Order of Filing**

Candidates' positions on the ballot sheet shall be determined by the order in which the petitions were filed. The filing of petitions shall be between 9:00 a.m. and 4:00 p.m. at the offices of the Retirement Board from **Monday, March 18, 2024** through **Friday, March 22, 2024**. No candidate shall loiter in the public hallway or lobby of the offices of the Retirement Board prior to opening for business. If more than one interested candidate is present at 9:00 a.m. on a day petitions are accepted, then all candidates present at that time will be entered into a lottery to determine the order of filing unless the prospective candidates will agree to an order of filing. The lottery shall be conducted by an independent accounting firm as soon as practicable and the results shall be final.

## **6. Election Operations Oversight**

Elections for representative members from the CPD will be supervised by the External Administrator selected by the Board of Trustees. The balloting will be conducted via an online election website.

## **7. Counting and Tabulating Ballots**

The online election shall take place from **12:01 am Friday, April 26, 2024** through **11:59pm Wednesday, May 15, 2024**. Each eligible voter shall be allowed one vote online during that election period. Voting occurs when an eligible voter accesses the Fund's election website and finalizes their selection.

The External Administrator will staff a phone number to assist voters who are having difficulty accessing the Fund's election website during the election period.

## **8. Notice of Election Results**

The External Administrator will transmit vote totals to Fund staff approximately 4 business days following closing of the polls at the end of the election period.

## **9. Certified Election Results**

The candidate receiving the highest number of votes at any election, as certified by The Retirement Board, shall be declared the winner.

## **10. Procedure to Contest Election Results**

Any person wishing to contest the results of an election may do so by providing an affidavit to the Fund's office signed by the person or persons contesting any election and setting out the reasons why the declared result was inaccurate. The affidavit must be received within ten (10) days after the result of the canvass has been given the candidate(s). In the absence of such notice, all ballots shall be destroyed, and the election shall be final.

## **11. Election Expenses**

All necessary expenses incident to conducting any election shall be paid by The Retirement Board of the Policemen's Annuity and Benefit Fund of Chicago.

## **12. Announcement of Resignation for a Future Date**

For elected members who, in the future, may resign from the Chicago Police Department prior to the end of their elected term: Such members may announce or submit their resignation for a future date to enable a special election to occur prior to that resignation effective date and corresponding member vacancy. This will assist in keeping any vacancy periods to a minimum.

### **13. Adoption of Rules**

These rules shall be in force and effect from and after their adoption.