

POLICY NUMBER

PM-7-78

October 1, 1978

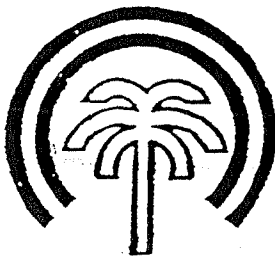
ISSUED BY:

Howard V. Gary

CITY MANAGER

SIGNATURE

City of Miami



ADMINISTRATIVE POLICY

REVISIONS

REVISED
SECTION

DATE OF
REVISION

Section I	7-29-83
Section IV	7-29-83
Section V	7-29-83
Section VII	7-29-83
Section XIV	7-29-83

SUBJECT: RETIREMENT PLAN BOARD ELECTION

PURPOSE: To establish procedures and provide a set of rules and regulations for electing members from the non uniformed employees to the Miami City Employees Retirement Plan. Policemen and Firemen are excluded from participation in this election.

THE POLICY WILL BE AS FOLLOWS:

I. NOTICE OF ELECTION

The Administrator of the Pension Plan shall during the first week of November submit the following two items to the City Manager:

- A) A memorandum to the City Manager stating the seats which will be facing a vacancy, and
- B) A memorandum for the City Manager's signature to those City of Miami employees who are members of the Plan. Such memorandum shall inform the voting members of the Plan such necessary information as is included under this Administrative Policy. (See attached sample memorandum.)

The Administrator of the Pension Plan shall forward the signed memorandum to the City Clerk for incorporation with the list of voting places (see VI - Voting Places). The City Clerk shall be responsible for distribution of the "Notice of Election".

II. TERM OF OFFICE

Section 40-234 (g) of the Miami City Code indicates a two year term for each of the employee members of this Board.



III. REQUIRED FORMS AT TIME OF FILING

1. In order for a candidate's name to be placed on the ballot, a Petition form must be obtained from the City Clerk and signed on behalf of the candidate by at least ten (10) members of the Retirement Plan.
2. An Acceptance Form must also be obtained from the City Clerk and be signed by the Candidate. Both forms must be filed with the City Clerk no later than the date indicated in the "Notice of Election".
3. No voter may sign a Petition form for more than two candidates.

IV. FILING

Employees filing as candidates will be required, at time of filing, to file either for Group #1 or Group #2, or Group #3 or #4 depending upon which incumbent's term is up for re-election. The designation of Group numbers for each seat to be contested in a given election will be the responsibility of the City Clerk, who shall also have the responsibility of administering all facets of the Filing Procedure.

V. ELECTION DATE

The date of balloting during the month of December shall be determined by the City Clerk in conjunction with the last City Commission meeting scheduled for December as provided for under Section 40-234(g) of the Miami City Code. The date of balloting shall be published in the "Notice of Election", and the hours of balloting shall be between 6:00 A.M. and 6:00 P.M., depending on the precinct location.

VI. VOTING PLACES

A list of voting places, addresses and hours of operation will be provided by the City Clerk as an attachment to the "Notice of Election".

VII. ELECTION SUPERVISION AND IDENTIFICATION OF ELIGIBLE VOTERS

The City Clerk will be authorized to determine the eligibility of each person who presents himself to vote by comparing his signature with payroll records. The Clerk will be further authorized to appoint such assistants as he may deem necessary and advisable to facilitate the election process. The City Clerk may request assistance from the Police Department in the transportation of ballot boxes on the day of election and such assistance may be provided as the needs of the service permit as determined by the Chief of Police.



VIII. FORM OF THE BALLOT

The official ballot to be used in the elections shall be in approximately the following form:

OFFICIAL BALLOT
CITY EMPLOYEES ELECTION
FOR EMPLOYEE MEMBERS OF THE MIAMI RETIREMENT PLAN BOARD

Vote for a total of Two (2) candidates, one in each group:

(Names of Candidates:)	RETIREMENT PLAN BOARD GROUP #1	RETIREMENT PLAN BOARD GROUP #2
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Note: The election will be conducted with "Votomatic Machines" and the results will be tallied by computer.

IX. RIGHT OF ELIGIBLE EMPLOYEES TO VOTE

Every eligible voter shall be entitled to vote for two (2) candidates provided that he appear in person at the time and place designated for the election. Supervisors shall allow employees sufficient time for voting. There shall be no absentee voting or proxy voting.

X. CAMPAIGNING DURING WORKING HOURS

No campaigning and no meetings for related purposes will be permitted during working hours either by the candidates or by the candidates' supporters who are City employees.

XI. POLICING THE POLLS

The City Manager may authorize the Police Chief or others to insure that no solicitation of votes or distribution of campaign literature occurs at polling places during the hours of voting.

XII. CANVASSING THE ELECTION

The City Clerk will advise the City Manager of the results of the election and will be authorized to make all necessary arrangements for a run-off election, should this be required.



XIII. CONFIRMATION OF ELECTED MEMBERS

The two (2) candidates elected shall become members of the Retirement Plan Board after the following actions have been taken:

1. Results have been submitted to the City Commission by the City Manager.
2. Results have been confirmed by the City Commission by Resolution.
3. The Oath of Office has been administered by the City Clerk.

XIV. AUTHORITY

All previous rules for election of employee members of the Retirement Plan Board are hereby repealed and rescinded.

City Commission Resolution #41225, adopted January 8, 1970, declares that employee members of the Retirement Plan Board be elected in such a manner that the candidates who are to be declared elected shall have received 50% plus one (1) of the total number of votes cast for the specific seat he/she is seeking. In accordance with this Resolution, the City Manager will use the following guidelines in reporting the successful candidates to the City Commission:

1. An individual will be declared a successful candidate when he receives 50% plus one (1) of the total votes cast for the specific seat he/she is seeking.
2. Should no candidate receive 50% plus one (1) of the votes (described above), a run-off election will be held on a date determined by the City Clerk and specified in a "NOTICE OF RUN-OFF ELECTION".
3. The run-off election, if necessary, will be conducted in the same manner as the original election. The winning candidate(s) in the run-off election will be the individual receiving the highest number of votes cast in each group; i.e., a simple plurality.