

Louisiana Administrative Code
Title 58. Retirement
Part XVIII. Municipal Police Employees' Retirement System
Chapter 15. Trustee Elections

La. Admin Code. tit. 58, Pt XVIII, § 1501

§ 1501. Schedule

Currentness

A. The executive director, in consultation with the board chair, shall adopt a schedule for the election process to be conducted as the need arises.

Credits

AUTHORITY NOTE: Promulgated in accordance with [R.S. 11:2225\(A\)\(1\)](#).

HISTORICAL NOTE: Promulgated by the Department of the Treasury, Board of Trustees of the Municipal Police Employees' Retirement System, LR 47:1900 (December 2021).

Current through rules published in Louisiana Register Vol. 48, No. 3, March 20, 2022 . Some sections may be more current; see credits for details.

LAC 58:XVIII.1501, 58 LA ADC Pt XVIII, § 1501

Louisiana Administrative Code
Title 58. Retirement
Part XVIII. Municipal Police Employees' Retirement System
Chapter 15. Trustee Elections

La. Admin Code. tit. 58, Pt XVIII, § 1502

§ 1502. Nominations

Currentness

A. 1. A nomination postcard containing information on how to request a nomination packet shall be sent to the member's postal or email address as recorded in the office of the system as of the end of the month preceding the mail out. Members will need to contact the firm conducting the election to request a nomination packet.

2. Upon request, a nomination packet containing a petition for candidacy, an election schedule, and the rules governing elections shall be sent to each member of the system who will be eligible to vote for a candidate in a vacant position.

3. A candidate for a vacant retiree position on the board of trustees must be a regular retiree who retired, as of the date nominations close, from a police department of a participating municipality with the district for which he is a candidate and must be domiciled within the district for which he is a candidate. Once elected, he must remain domiciled within that district in order to continue serving in that position.

4. Once received by the firm conducting the election, the board of trustees shall only accept the name of the candidate nominated by petition of at least ten members of the system (other than the member being nominated) who are active or retired, as applicable, from municipalities within the district representative of the trustee position to be filled and place such candidate on the ballot, provided said candidates meets the requirements for trustee. The printed name of those persons signing the nominating petition must be legible for purposes of verification. Unverifiable signatories shall not count toward the required total. Members signing the petition shall also supply the final four digits of their Social Security number. The person being nominated is solely responsible for verifying that all persons signing as nominators are actually members of the system. Given that not all Louisiana municipal police officers are members of this system, potential nominees are strongly encouraged to do all of the following:

a. call the system office to verify membership of each nominator;

b. submit signatures of more than ten nominators; and

c. email, fax, or mail their completed nomination packet and resume to the firm conducting the election at least two weeks prior to the deadline.

5. The nominee may attach a resume' giving their qualifications and background, which will be furnished to the voting members along with the ballot. This resume' is to be mailed along with the petition for candidacy to the firm conducting the

election. The resume' shall be limited to one 8 1/2 by 11 sheet of paper, which may be printed on both sides. If the resume is not submitted to the firm conducting the election by the deadline or if any information is included on the member's resume' other than qualifications and background, as determined by the board of trustees, the resume' will not be furnished to the voting members.

6. All nomination petitions shall be received by the firm conducting the election on a scheduled date as determined prior to such election as shown in the election schedule.

7. Within a reasonable amount of time after the firm conducting the election receives the completed nomination petition, the firm shall notify the potential nominee via telephone and email that his petition was received and forwarded to the system.

8. The firm conducting the election shall forward the submitted petitions and resumes to the system staff as they are received. As soon as possible, the system staff shall ensure that the petitions are valid. If they are not valid, then the system staff shall notify the potential nominees of the deficiencies. Regardless, to be accepted, a valid nomination petition must be received by the firm conducting the election on a scheduled date as determined prior to such election as shown in the election schedule.

B. Nominees shall be first be certified by the board of trustees as eligible candidates. If specifically provided for in the election schedule or if the meeting at which the nominees are to be certified is cancelled, then the board chair shall certify eligible nominees.

C. If, after the conclusion of the nomination process, the number of candidates does exceed or is more than the number of open positions for which election is being held, the names of the certified nominees shall be placed on a ballot in alphabetical order. If an incumbent is seeking reelection, their name shall appear first on the ballot.

D. If, after the conclusion of the nomination process, the number of candidates does not exceed or is fewer than the number of open positions for which election is being held the qualified shall be elected and presented to the board or board chair, as applicable, for certification.

Credits

AUTHORITY NOTE: Promulgated in accordance with [R.S. 11:2225\(A\)\(1\)](#).

HISTORICAL NOTE: Promulgated by the Department of the Treasury, Board of Trustees of the Municipal Police Employees' Retirement System, LR 47:1900 (December 2021).

Current through rules published in Louisiana Register Vol. 48, No. 3, March 20, 2022 . Some sections may be more current; see credits for details.

LAC 58:XVIII.1502, 58 LA ADC Pt XVIII, § 1502

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Chapter 15. Trustee Elections

La. Admin Code. tit. 58, Pt XVIII, § 1503

§ 1503. Voting in General

Currentness

A. An election postcard shall be mailed to each eligible member's postal or email address as recorded in the office of the system as of the end of the month preceding the mail out. The system will accept changes of address as corrected and will keep member files updated accordingly. If a member does not receive a postcard, another one may be sent out to him if requested in writing signed by him. If applicable, a change of address form must be completed. The postcard will contain instructions to request a paper ballot packet or to access the online voting from any internet capable device.

B. The system will accept changes of address as corrected and will keep member files updated accordingly. If a member does not receive a postcard, another one may be sent out to him if requested. If applicable, a change of address form must be completed.

Credits

AUTHORITY NOTE: Promulgated in accordance with [R.S. 11:2225\(A\)\(1\)](#).

HISTORICAL NOTE: Promulgated by the Department of the Treasury, Board of Trustees of the Municipal Police Employees' Retirement System, LR 47:1901 (December 2021).

Current through rules published in Louisiana Register Vol. 48, No. 3, March 20, 2022 . Some sections may be more current; see credits for details.

LAC 58:XVIII.1503, 58 LA ADC Pt XVIII, § 1503

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Louisiana Administrative Code
Title 58. Retirement
Part XVIII. Municipal Police Employees' Retirement System
Chapter 15. Trustee Elections

La. Admin Code. tit. 58, Pt XVIII, § 1504

§ 1504. Online Voting

Currentness

A. The voting website will consist of:

1. secure login page;
2. ballot page that includes the eligible candidates, as certified by the Board of Trustees, placed in alphabetical order. If an incumbent is seeking reelection, their name shall appear first on the ballot page;
3. links to bio/resume' for each candidate that submitted one;
4. vote confirmation page;
5. thank-you page; and
6. a logout button that redirects members to a URL of the organizations choosing.

B. Online Voting will be made available to members on the same day the election postcard is mailed to members, if postal ballots are used, and will remain open until the scheduled date as determined prior to such election as shown in the election schedule.

Credits

AUTHORITY NOTE: Promulgated in accordance with [R.S. 11:2225\(A\)\(1\)](#).

HISTORICAL NOTE: Promulgated by the Department of the Treasury, Board of Trustees of the Municipal Police Employees' Retirement System, LR 47:1901 (December 2021).

Current through rules published in Louisiana Register Vol. 48, No. 3, March 20, 2022 . Some sections may be more current; see credits for details.

LAC 58:XVIII.1504, 58 LA ADC Pt XVIII, § 1504

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La. Admin Code. tit. 58, Pt XVIII, § 1505

§ 1505. Mail Voting

Currentness

A. If the board of trustees elects to use postal voting, a postage prepaid envelope with the post office box of the firm conducting the election shall be shown as the addressee shall be provided to the member for the purpose of returning the ballot to the firm conducting the election. Only those ballots returned in the pre-addressed envelope will be counted. All ballots shall be received by the firm conducting the election on a scheduled date as determined prior to such election as shown in the election schedule.

B. An instruction sheet shall accompany the ballot packet which shall instruct the member to:

1. place a mark in front of the name of the candidate he wishes to vote for;
2. place the ballot in the postage prepaid mailing envelope and seal it; and
3. mail it to arrive at the Post Office Box of the firm conducting the election on or before the date specified in the instruction sheet.

Credits

AUTHORITY NOTE: Promulgated in accordance with [R.S. 11:2225\(A\)\(1\)](#).

HISTORICAL NOTE: Promulgated by the Department of the Treasury, Board of Trustees of the Municipal Police Employees' Retirement System, LR 47:1901 (December 2021).

Current through rules published in Louisiana Register Vol. 48, No. 3, March 20, 2022 . Some sections may be more current; see credits for details.

LAC 58:XVIII.1505, 58 LA ADC Pt XVIII, § 1505

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La. Admin Code. tit. 58, Pt XVIII, § 1506

§ 1506. Election Results

Currentness

A. Valid returned ballots will be opened and counted/tabulated at the office of the firm conducting the election. All candidates or their representatives may be present and observe the opening and tabulation of the ballots; however, no candidate or their representative may interfere with the opening and tabulation of the ballots. Notification must be provided to the firm conducting the election prior to the election mail date, of any authorized person interested in observing the opening and tabulation. The results will be available immediately after the tabulation of the ballots. After the board chair has accepted the certified ballot count and the executive director has published the official results on the system's website, the executive director shall notify the successful candidate of their election.

B. Ties affecting elected positions shall be decided by a coin toss held by the executive director in the presence of the candidates affected.

C. Appeals or grievances arising out of the election process shall be filed within 10 business days of the certification of the election results and will be heard by the Board of Trustees at the first board meeting held after publication of the election results on the board's website. Any further appeals or grievances will be resolved by the courts.

Credits

AUTHORITY NOTE: Promulgated in accordance with [R.S. 11:2225\(A\)\(1\)](#).

HISTORICAL NOTE: Promulgated by the Department of the Treasury, Board of Trustees of the Municipal Police Employees' Retirement System, LR 47:1901 (December 2021).

Current through rules published in Louisiana Register Vol. 48, No. 3, March 20, 2022 . Some sections may be more current; see credits for details.

LAC 58:XVIII.1506, 58 LA ADC Pt XVIII, § 1506

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