

METROPOLITAN WATER RECLAMATION DISTRICT RETIREMENT FUND

ANNUAL ELECTION FOR TRUSTEE RULES OF ELECTION JULY 24, 2019

The Metropolitan Water Reclamation District Retirement Fund (MWRDRF) shall conduct regular elections annually under the following rules adopted by it for the election of successors to members of the Board whose terms shall expire.

10/15/19 A. **DATE OF ELECTION:** The annual election for employee member shall be held on the third Tuesday of October of each year.

07/24/19 B. **APPOINTMENT OF JUDGES:** The Board shall appoint three persons to serve as Judges of Election to arrange for and hold the election. Two of these judges shall be members of the Board (excluding a member who is a candidate) and one an employee who is not a member of the Board. Three persons shall be designated to serve as alternate Judges of Election in the absence of regular Judges of Election, two of whom shall be members of the Board (excluding a member who is a candidate) and one an employee who is not a member of the Board.

Posted no later than 08/21/19 C. **NOTICES OF ELECTION:** A notice of election, stating the purpose of the election, the manner of voting, and the date and time that nominating petitions will be available, shall be posted at various points throughout the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), (which includes all Water Reclamation Plants, MOB and MOBA). Notice of Election will also be posted on the Metropolitan Water Reclamation District Retirement Fund's (MWRDRF) website at www.mwrdrf.org, at least twenty days before the second Tuesday of September in each year.

The distribution of the Notice of Election and the affidavit of receipt will be done by a person or persons designated by the Executive Director of the Retirement Fund. The person or persons performing this duty shall certify that said notices have been duly posted as herein provided. The affidavit of receipt shall be filed with the MWRDRF and shall be conclusive evidence of the due and proper posting of the election notices.

The notice of election will also be sent to employees via District email.

D. **RULES OF ELECTION:** Copies of these rules of election will be furnished to each person requesting petitions for nominating candidates for election and to each candidate upon certification of the candidates' petitions.

Petitions available 09/03/19 due 09/10/19 E. **NOMINATION OF CANDIDATES:** Nominations of candidates for each election shall be made by collecting signatures on the nominating petition form furnished by the MWRDRF at least seven days before the second Tuesday in September. Each candidate picking up petitions is to sign a register indicating that they have received a copy of the rules of election. All nominating petitions must be signed by at least sixty employees eligible to vote at the election and filed in the office of the MWRDRF in person on or before 12 Noon on the second Tuesday of September of each year. Each page of the Nominating Petition form must include the name and signature of the employee who procured the signatures thereon, certifying that the signatures upon the petition are genuine and represent those employees eligible to vote in the election. Said petition shall be examined by the Executive Director of the MWRDRF as to eligibility of the employees and genuineness of their signatures and said petition shall be duly certified by the Executive Director as to its validity and approved by the Judges of Election.

The following additional rules relevant to petitions shall apply:

1. All petitions for a given candidate shall be filed at one time. Additional petition pages for the same candidate will not be accepted even if submitted within the filing period.

2. Invalid signatures based on eligible voter lists and employee signatures maintained in the MWRDRF office will be scratched from the petition page.
3. Should an eligible voter's signature appear in two or more places on a petition for the same candidate, only one signature will be recognized.
4. An eligible voter's signature may appear on petitions for two or more different candidates.
5. Only signatures submitted on original petition forms supplied by the MWRDRF will be certified.
6. The order in which the petitions are received shall determine the order on the ballot. When two or more candidates attempt to submit their petitions at the exact same time, a lottery method will be used to determine the order on the ballot.

F. **EMPLOYEES ELIGIBLE TO VOTE:** All employees of the MWRDRF who are active employees anytime during the last MWRDGC pay period ending in August immediately preceding the election (including employees on approved leaves of absence due to Duty and/or Ordinary Disability) or who subsequently become employees of the MWRDGC after the last MWRDGC pay period ending in August, and up to the Monday eight days preceding the election day and who are still employed on the date of election shall be eligible to vote. A list of the employees eligible to vote shall be prepared by the MWRDRF, and presented to the Retirement Fund Board President and Secretary to be certified at the September Board meeting. A serial number shall be assigned to each name appearing on said list.

G. **ELIGIBLE VOTER LISTS:** A copy of the list of the names of eligible voters and the serial number assigned to the employee shall be made available to any candidate requesting such list.

H. **FORM OF BALLOT:** Ballots shall be in the form drawn by the Executive Director of the MWRDRF and approved by at least two of the Judges of Election and shall contain the legal names of all qualified candidates. The legal names of the candidates upon the ballot shall be printed in a column.

In the event both the surnames and given legal names of the two candidates are the same, their work locations and legal home addresses shall be printed upon the ballot immediately below their legal names.

In front of the legal name of each candidate shall be printed a square in which the voter shall insert a cross X indicating his choice of candidate. Only a cross within said square shall be recognized as indicating the intent of the voter in his choice of candidate.

I. **CAMPAIGN RESTRICTIONS:** Mass distributions by candidates via the Mailroom and mass mailings via District E-Mail are not to be used for campaign purposes. Please adhere to the rules for posting literature at each District location. Generally, WRP Management and area supervisors authorize postings on District bulletin boards. Attached to the election rules, is a list of current management at the WRPs. No campaign posters are allowed in the elevators or lobby areas at the Main Office Building Complex. Most Section Heads at the Main Office Complex are responsible for authorizing postings on their own section's bulletin boards. These do NOT require approval by Building Services.

J. **CANDIDATE PROFILE:** Each candidate will be provided with a "Candidate Profile Form" approved by the Judges of Election. The profile form will be distributed with the petitions and must be returned to the Retirement Fund office by the final petition filing date. The purpose of the Candidate Profile Summary Sheet is to provide voters with factual information about the candidate, not to provide a forum for campaign platforms or opinions. Candidates will have the option of providing information about themselves relating to the following categories only: current job title; current work

08/19/19
to
10/07/19

Profiles
available
09/03/19

due
09/10/19

location; years of District service; District work history (positions, titles, work locations, length of time in titles and duties); other work experience (same as District with name of firm or organization); family status; education; professional designations or affiliations; and hobbies/special interests. Candidates may respond to any or all of the information categories.

The information submitted will be listed in the candidate's profile on the Candidate Profile Summary Sheet(s). If a candidate does not respond to an information category, no mention of that category will be made in that candidate's profile.

If a candidate does not submit the Candidate Profile Form by the final petition filing date, the Candidate Profile Summary Sheet will only include the candidate's legal name, current job title, current work location, and actual years of District service. Any candidate wishing not to be included on the Candidate Profile Summary Sheet(s), must submit a letter to that effect to the Retirement Fund office, directed to the Judges of Election by the deadline for submitting the Candidate Profile Form. Candidates will be listed on the Candidate Profile Summary Sheet(s) in the same order as they appear on the ballot.

Candidates are responsible for the validity of their own responses. However the Judges of Election have the right to deny publication of any information known by them to be false. The Judges of Election will also deny publication of any information which is not in keeping with the intent of the Candidate Profile Summary Sheet(s) and/or the Rules of Election. NO PLATFORM STATEMENTS, ELECTIONEERING, OR EDITORIAL COMMENTS of any kind will be included on the Candidate Profile Summary Sheet(s). Additionally, the Judges of Election may omit and/or limit the amount of information included in the candidate profile in keeping with the summary nature of the profile. Information provided by the candidate will be included on the Candidate Profile Summary Sheet to be included in the ballot mailing.

09/12/19

PROFILE REVIEW: Candidates may appear at the Retirement Fund office on the second working day after the final petition filing date to review their preliminary Candidate Profile as it will appear in the ballot mailing. In lieu of appearing in the Retirement Fund office, the candidate may request that a copy be sent via e-mail or FAXED to any one District office on that day for the candidate's review. Candidates are to provide a signature of acceptance of their preliminary Candidate Profile or deliver a written request for changes relating to their profile either in person or via e-mail or FAX to the Retirement Fund office within one business days of the receipt of their preliminary Candidate Profile. The Judges of Election will consider such comments, but all decisions of the Judges of Election will be final. All e-mail correspondence must be directly between the candidate's MWRDGC e-mail account and that of a designated Retirement Fund staff member. Candidates must provide their own signature on all correspondence faxed to the Retirement Fund at x15699 (or 312-751-5699).

09/13/19

- K. **MAILING OF BALLOTS:** A blank ballot shall be mailed to each eligible voter. Each ballot shall be accompanied by two envelopes, one of blue color headed on its face "FOR BALLOT ONLY" with brief instructions immediately below such heading, explaining the manner of voting, and the other addressed to the Judges of Election stamped for mailing and containing on either side thereof in printed form the serial number assigned to the employee as hereinbefore provided.

Ballots
mailed no
later than
09/27/19

Mailing of the ballots to the voters shall occur not less than eighteen days prior to the date of the election and shall be completed not later than 3:00 P.M. on said day. The sealed letters containing the ballots shall be delivered to the Main Post Office in Chicago, Cook County, Illinois, or any branch thereof, for mailing not later than the time indicated above.

- L. **INSTRUCTIONS FOR VOTING:** A letter of instructions, explaining the manner of voting signed by the Judges of Election, shall accompany the above items. This letter shall instruct the voter to mark his ballot on or before the Thursday, preceding

the day of election, enclose the ballot in the blue envelope, seal the envelope bearing the ballot, enclose it in the stamped envelope addressed to the Judges of Election and mail it immediately.

- M. **MARKING OF BALLOTS:** The following rules regarding marking of ballots are hereby prescribed:
1. No mark may be made on a ballot by the voter except a cross made with a pen or pencil within a square before the name of a candidate as indicating the choice of the voter. The lines of each cross must intersect inside the square.

The decision of a majority of the Judges of Election shall govern in any question arising as to whether an intersecting cross within a square has been properly made as herein provided.
 2. No write-in votes will be honored.

10/10/19

- N. **FAILURE TO RECEIVE A BALLOT:** Any eligible voter who does not receive the letter from the Judges of Election containing the ballot shall have the privilege of obtaining another ballot at the office of the MWRDRF during the hours of 9:00 A.M. to 4:00 P.M. not later than the Thursday preceding the day of Election upon filing an affidavit to that effect.

Votes shall be cast by mail only, and no voting at the office of the MWRDRF shall be permitted.

- O. **POST OFFICE LOCK BOX:** Within 5 days of the time that a second eligible candidate shall file nominating petitions, and after the petitions are certified by the Executive Director and approved by the Judges of Election, the MWRDRF shall rent a lock box at the Main Post Office or a branch thereof in Chicago, Illinois for the purpose of the election to be held in said year as provided herein. All mail containing voted ballots shall be addressed in care of said lock box. No keys thereto shall be obtained by either the MWRDRF or the Judges of Election but shall be retained by the postal authorities. Provision shall be made for the opening of the box by the postal authorities at the time herein specified, and in the manner hereinafter designated.

10/15/19

- P. **OPENING OF LOCK BOX:** At 10:00 A.M. of the day of election, the box shall be opened in the presence of at least two of the Judges of Election (or alternates) or one Judge of Election (or alternate) and the Executive Director, and in the presence of the representatives of the candidates in the election who may appear at such time the contents shall be removed and immediately delivered to the office of the MWRDRF.

10/15/19

- Q. **TABULATION OF BALLOTS:** The Judges of Election shall immediately upon delivery of the ballots to the office of the MWRDRF, hold a meeting at said office. The envelopes from the employees containing the voted ballots shall be verified against the serial numbers of the eligible voters. Envelopes from individuals as identified on a list of terminated, deceased, and retired employees maintained up to the date of the election shall be pulled and voided by the Judges. Any unsealed return envelopes shall NOT be considered in the tabulation of the votes cast. Blue envelopes marked "FOR BALLOT ONLY" shall be separated from the remaining white envelopes addressed to the Judges of Election and shall be gathered together before said blue envelopes are opened and the ballots tabulated. A missing or unsealed Blue envelope shall NOT be sufficient reason to discard the ballot. Only those ballots received by the Judges of Election in the manner provided shall be considered in the tabulation of the votes cast. Each candidate shall have the privilege of designating at least one representative and not more than two, beside himself/herself to be present at such meeting. The candidate must call the Retirement Fund Office (x13229) by 12 noon, 11 days prior to the election to identify the representative(s). A letter will be provided to the Executive Director of the MWRDGC to identify all employees who will attend the tabulation of ballots.

10/04/2019

10/23/19

R. **REPORT OF JUDGES OF ELECTION:** Upon completion of the tabulation the Judges of Election shall prepare a report certifying the results of the election. The Retirement Board shall examine such report and certify the election result at its next regular meeting and declare the candidate who received the highest number of votes to be the duly elected employee member of the Retirement Board for the ensuing term of office.

S. **TIE VOTE:** When two or more candidates receive an equal number of votes, the Secretary of the Retirement Board shall issue a notice to the candidates of such tie vote and require them to appear before the Judges of Election on a day named in the notice within ten days from the election to determine by lot which of them is to be declared elected. On the day appointed the candidates shall appear and determine by lot which of them is to be declared elected.

09/20/19

T. **PROCEDURE IN THE EVENT OF NO CONTEST:** In the event only one petition is filed, then the procedure set forth above for mailing and casting of ballots shall be suspended. The Judges of Election shall so advise the eligible voters not later than ten days after the last day for filing petitions by posting a notice at each place where a notice of election was posted and on the Fund's website. The Judges of Election shall then prepare a report certifying to the Retirement Board the name of the person filing the petitions and the validity of those petitions. The Retirement Board shall examine such certification at its next regular meeting and declare the candidate who filed said petitions to be the duly selected employee member of the Retirement Board for the ensuing term of office.

U. **DISPOSITION OF BALLOTS:** Upon completion by the Judges of Election of the tabulation of votes cast, the ballots shall be placed in the custody of the Executive Director of the MWRDRF under seal for a period of six months from the date of election, at the end of which time said ballots may be destroyed.

V. **APPLICATION OF RULES OF ELECTION:** All of the foregoing provisions concerning the nomination and election of an employee member shall apply to and govern all elections for an employee member of the Board.

Any questions arising during the course of an election which are not covered herein by specific provisions shall be decided by the Judges of Election, and the decision of a majority thereof shall govern and shall be considered final.

Attachment to MWRD Retirement Fund Rules of Election – 2019

The following persons are responsible for WRP management and may be contacted regarding permission to post or distribute election campaign materials. They are not responsible for the actual posting or distribution:

MOB

Eileen McElligott, Administrative Services Manager at MOB Annex

Stickney WRP

Thomas Conway, Assistant Director of M & O

Calumet WRP

Neil Dorigan, Assistant Director of M & O

Northside WRP

Sergio Serafino, Assistant Director of M & O
Sanjay Patel, ETPO1, Plant Manager

Kirie WRP

Kathy Lai, Managing Engineer

Egan WRP

Hitesh Shah, Managing Engineer, Plant Manager

Hanover WRP

Adam Gronski, Managing Engineer

Lemont WRP

Joseph Misheck, TPO II, Plant Manager