

CITY OF BATTLE CREEK

POLICE AND FIRE RETIREMENT SYSTEM

SUBJECT: ELECTION POLICY - POLICE AND FIRE REPRESENTATIVES

The Fire Fighters and Police Officers Retirement Act (Act 345 of 1937) states the following:

Sec. 1 (2) Two additional members, 1 of whom shall be an active member of and elected by a majority vote of the members of the fire department, and 1 of whom shall be an active member of and elected by a majority vote of the members of the police department under such rules and regulations as the retirement board shall adopt to govern such election. Each such member shall serve for a term of 4 years, except that in the first instance, the member elected by the police department shall serve for a term of 2 years. If in the first instance only the fire department or only the police department is included in the retirement plan, the 2 additional members shall be elected from that department and the candidate receiving the highest number of votes shall be elected for the 4-year term and the candidate receiving the second highest number of votes shall be elected for the 2-year term.

The following Rules and Regulations governing election of Police and Fire representatives shall be adopted by the Battle Creek Police and Fire Retirement System Board of Trustees (hereinafter referred to as "Board"):

- Not more than sixty (60) days and not less than thirty (30) days prior to expiration of the Police or Fire Representative on the Board notice shall be sent to the active members soliciting nominations to serve.
- Request for nomination notice shall be sent via email to each active member. A printed nomination notice will also be posted on department bulletin boards. Such notice shall contain:
 - Term of office;
 - To whom nominations shall be sent and method of notice;
 - Specific date and time for close of nominations;
 - Express language regarding process if not more than one nomination is received.
- If only one member is nominated, the Board shall, at its next regular meeting, accept the single nomination as officially "elected" to the position.
- If more than one member is nominated, following a reasonable deadline (not more than twenty (20) days and not less than ten (10) days) for receipt of nominations, official ballots shall be prepared and sent via email to each active member. Each active member is allowed one (1) vote. Ballots issued shall be in a format that clearly identifies:
 - The position for which the election is held;
 - Term of the position;
 - Names of persons running for the position;
 - Specific date and time for close of voting;
 - Name of person to contact for questions;

- By whom ballots shall be counted;
 - Write in candidates are not allowed.
- Following successful election of member to the Board, a memo shall be sent to the City Manager with the results of said election.

If, for any reason, either the Police Representative or Fire Representative Position shall become vacant, an election to fill the vacancy for the remainder the original term shall be held. Said election process will begin as soon as reasonably possible. All Rules and Regulations outlined above shall be followed starting with the “request for nomination notice.”

POLICY REVIEW: The Board shall review this Election Policy at least annually. The Board may amend this policy, at any time, by majority vote of the Board.