



# NYSTRS Annual Delegates Meeting: Election Responsibilities

## NYS Teachers' Retirement System

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Albany, NY 12211  
(800) 348-7298  
NYSTRS.org

By statute, the New York State Teachers' Retirement System (NYSTRS) is required to hold an annual meeting in October or November, the main purpose of which is to elect a teacher member to the 10-member NYSTRS Board. Votes are cast by delegates representing each of the more than 820 NYSTRS participating employers.

### If This Year is an Odd Number

- All employers are required to hold elections.
- Elections must be held between March 1 and June 1.
- Results must be reported to NYSTRS by July 1. (See "Reporting Election Results.")

### If This Year is an Even Number

- Only employers with vacancies in both the delegate and alternate positions hold elections.
- NYSTRS will notify employers in February if they are eligible to hold an election. Notification will be by email to all school contacts.
- Elections must be held between March 1 and October 1.
- Results must be reported to NYSTRS by October 6. (See "Reporting Election Results.")

## ELECTION PROCESS

It is the responsibility of the Chief School Administrator (CSA) or their designee to establish reasonable election procedures, hold elections, and report the results to NYSTRS. **NYSTRS has no statutory authority to regulate the election process.**

Many employers ask the bargaining unit(s) representing NYSTRS members to hold the election. However, **only the CSA or their designated administrative staff member is authorized to report election results.** (See "Reporting Election Results" for additional details.) Results must be reported through the Employer Secure Area (ESA) > Convention Delegates application. There are no exceptions.

## DELEGATES AND ALTERNATES DEFINED

- ➔ Both delegates and alternates must be in-service, full-time (e.g., per-annum) employees who are NYSTRS members.
- ➔ Delegates and alternates are elected as a ticket and **cannot** be split. In other words, an alternate for "Delegate A" may not serve in place of "Delegate B" if the latter is unable to attend the meeting.
- ➔ The number of delegates and alternates to which a NYSTRS participating employer is entitled is based upon the number of active NYSTRS members contractually employed at the district or college.
- ➔ The number of delegate/alternate tickets an employer is eligible to fill can be viewed within the Convention Delegates application of NYSTRS' Employer Secure Area (ESA). Employers should check this area **each March** to determine entitlement and/or vacancies to be filled.

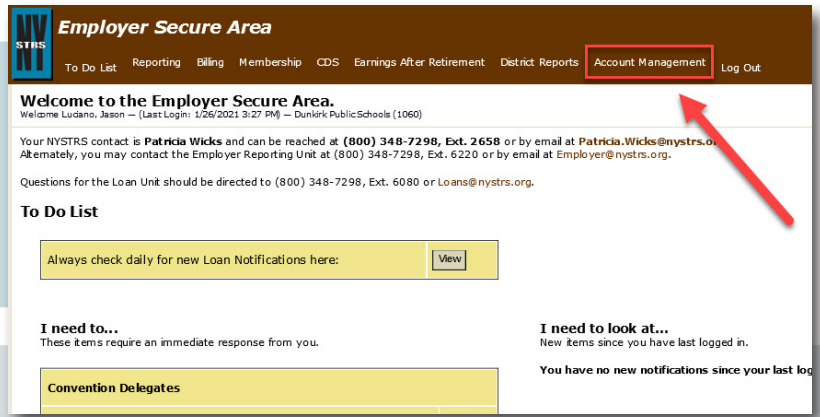
**Supervisory Districts (BOCES)** are responsible for overseeing an election for component districts employing fewer than 75 NYSTRS members. (A supervisory district can find a list of its under-75 districts by entering its supervisory district code on the Convention Delegates page within ESA.) In this instance, a single election takes place at the supervisory level, with delegate entitlement based on the cumulative number of NYSTRS members employed by the under-75 component districts. **A component district employing 75 or more NYSTRS members is eligible to hold its own election.**

# ASSIGNING ELECTION REPORTING RIGHTS – NYSTRS.org > Employers Section

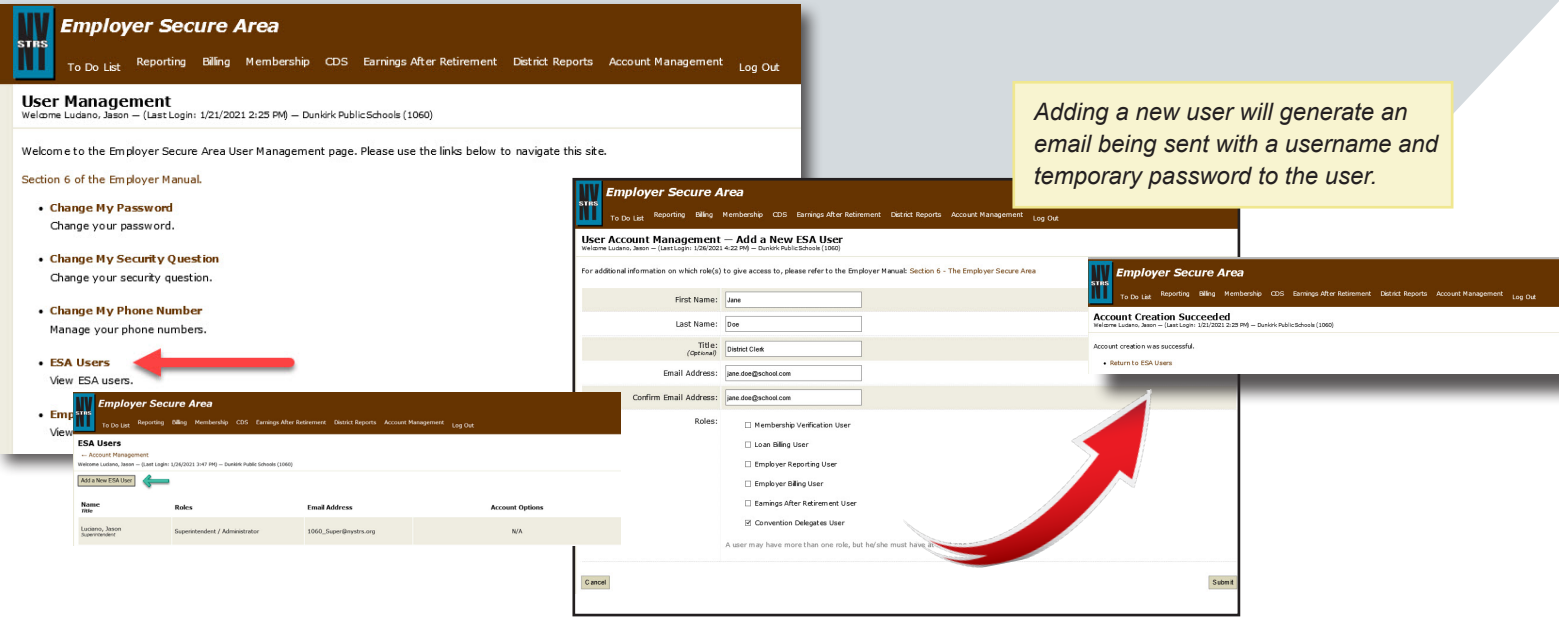
Unless the CSA or ESA Security Administrator intends to report election results, an administrative staff member must be assigned the role of Convention Delegates User within ESA. The CSA or Security Administrator should follow the steps below to assign this important election reporting role.

## User Account Management:

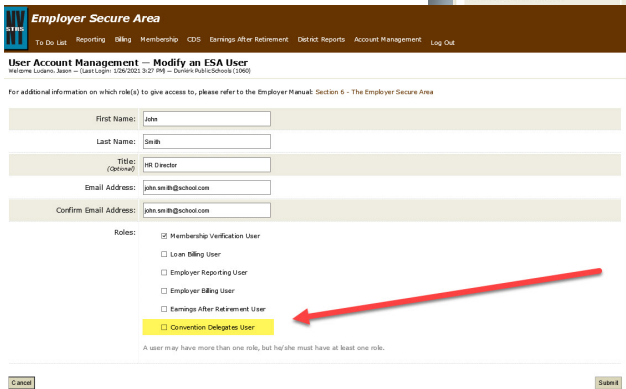
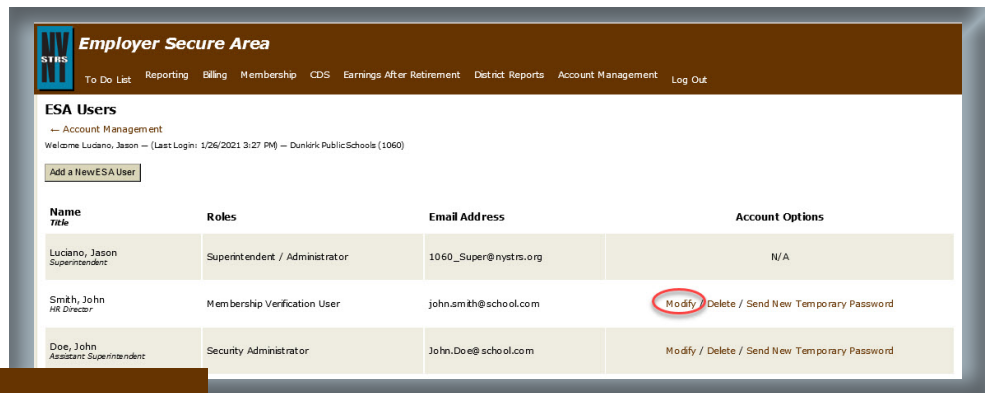
1 Choose **Account Management** in ESA; the User Management page will populate.



2 To add a new user(s), choose **ESA Users** and the **Add New ESA User** button. Enter information and assign role (Convention Delegates User) being granted to new user.



3 To view ESA users and their roles, choose **ESA Users**. You can modify the role of existing users on this page.



User currently has a role as Membership Verification User. Choosing Modify provides the ability to check Convention Delegates User as an additional role.

# REPORTING ELECTION RESULTS

Log into ESA.

1. Choose CDS and Convention Delegates from the dropdown.
2. The District Delegate Information page will populate which shows the number of vacancies available to fill. Example #2 shows a Membership Count of 239, entitling this district to one delegate/alternate as shown. Election results are entered on this page. Delegate entry (yellow) is in the left-hand column with each corresponding alternate (green) entered to the right.

**1**

**Employer Secure Area**

To Do List Reporting Billing Membership **CDS** Earnings After Retirement District Reports Account Management Log Out

Welcome to the Employer Secure Area.  
Welcome Ludano, Jason — (Last Login: 1/25/2021 9:55 AM) — Dunkirk Public Schools (1060)

Your NYSTRS contact is **Patricia Wicks** and can be reached at **(800) 348-7298, Ext. 2658** or by email at [Patricia.Wicks@nystrs.org](mailto:Patricia.Wicks@nystrs.org). Alternately, you may contact the Employer Reporting Unit at (800) 348-7298, Ext. 6220 or by email at [Employer@nystrs.org](mailto:Employer@nystrs.org).

Questions for the Loan Unit should be directed to (800) 348-7298, Ext. 6080 or [Loans@nystrs.org](mailto:Loans@nystrs.org).

**To Do List**

Always check daily for new Loan Notifications here:

**I need to...**  
These items require an immediate response from you.

**Convention Delegates**

Convention Delegates action required

**Monthly File Uploads**

Dec 2020 - Upload Monthlv Reportino file

**I need to look at...**  
New items since you have last logged in.

You have no new notifications since your last log in.

When an election is available, it will be noted on your To Do List

**2**

**District Delegate Information**

Dunkirk (1060)  
Membership Count: 239

- This page is used to enter delegate information. For the current election period information must be entered by midnight of July 1, 2019.
- Delegates elected for this period will be serving a 2-year term beginning August 1, 2019 and ending July 31, 2021.
- For information regarding the election of delegates and delegate responsibilities, refer to the [Delegate Election FAQs](#) and [Delegate Election Toolkit](#).
- For elected delegate information from the previous term, please refer to the [Delegates > Electing Delegates](#) page at NYSTRS.org.

Download a printable copy of the delegate information below (Be sure to save any changes first):

Date of Election:

Click Save to submit any and all changes to NYSTRS. You may click Save as often as needed.

Delegate	Alternate
<p>1. Name: <input type="text"/></p> <p>EmplID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Confirm: <input type="text"/></p> <p>Delete: <input type="checkbox"/> <input type="text" value="Select Reason"/></p>	<p>Name: <input type="checkbox"/> Attending delegates meeting in place of delegate.</p> <p>EmplID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Confirm: <input type="text"/></p> <p>Delete: <input type="checkbox"/> <input type="text" value="Select Reason"/></p>

Click Save to submit any and all changes to NYSTRS. You may click save as often as needed.

Insufficient Interest:  Unsuccessful in finding anyone interested in serving as the delegate this year.

**REMINDER: Delegates and alternates are elected as a ticket and cannot be split.**

The following information must be entered:

- ▶ Date of election.
- ▶ NYSTRS EmplID for the delegate(s) and, if applicable, the corresponding alternate(s).
- ▶ School email address for each delegate and alternate (Email/Confirm fields).

The default attendance status of the delegate(s) will be that they are attending the Annual Delegates Meeting as only one member of a delegate/alternate ticket can vote. Attendance status can be changed by the employer up to three business days prior to the Delegates Meeting by checking the box indicating the alternate will be attending in place of the delegate.

## INFORMATION

Additional information is located on the Employers page of our website at NYSTRS.org in the Delegate Election Toolkit.

Questions may be emailed to [convdel@nystrs.org](mailto:convdel@nystrs.org) or addressed by calling (518) 447-4765.