



Chief School Administrators  
College and University Presidents  
School Principals

## Administrative Bulletin

*Issue No. 2009-4*

*May 2009*

### Delegate Election Deadline Fast Approaching

The three-month period for participating employers to elect delegates for the System's 2009 and 2010 annual meetings is nearing an end. Education Law mandates that elections be held between March 1 and June 1 in odd-number years, and the results of the election be conveyed to NYSTRS **no later than July 1**. Election results are submitted using the electronic Convention Delegates System (CDS), accessed on the Employers page of our Web site ([www.nystrs.org](http://www.nystrs.org)). If you have any questions regarding the submission of election results or the election process, many of them can be answered by reviewing the FAQs in CDS.

Each employer is responsible for providing a delegate(s) and an alternate(s) to represent its district or college for a two-year term (terms run Aug. 1 of an odd-numbered year to July 31 the following odd-numbered year). It is the school superintendent's or college president's responsibility to coordinate the election. Many employers assign the responsibility to the union representing its employees. The number of delegates a school district/college is entitled to is determined by the number of active NYSTRS members contractually employed there.

Delegates, who must have **active** NYSTRS memberships, have two duties: To elect a teacher member to the Retirement Board at the Annual Delegates Meeting, and, if they choose, to serve as a liaison between NYSTRS and the members in their school district.

An alternate, who also must have an **active** NYSTRS membership, may also attend the Annual Meeting. However, the alternate does not have voting rights if the delegate is a registered meeting attendee. The alternate may only vote if the delegate cannot attend and **the System is notified prior to the meeting**. Should the delegate vacate his/her position for any reason, the alternate would be moved into the delegate position.

It is important to note that, as the result of a ruling by the New York State Comptroller, local school districts/colleges cannot pay Annual Meeting expenses for delegates and alternates. All costs are the responsibility of the delegate/alternate. However, in some cases, delegates are reimbursed by the union.

The next Delegates Meeting will be held **Sunday, Nov. 8 and Monday, Nov. 9, 2009**, at the Saratoga Springs City Center.

For more information, call NYSTRS at (800) 356-3128, Ext. 4785.