



To: Chief School Administrators
College and University Presidents
District Contacts
Employer Secure Area Contacts

Administrative Bulletin

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Reminder: Electing and Reporting NYSTRS Delegates

What do employers need to do?

Employers are required to oversee the election of delegates and alternates for the NYS Teachers' Retirement System and to report the results. An email explaining the process and providing other essential information was sent to Chief School Administrators (CSAs), as well as Employer Secure Area (ESA) Security Administrators and Convention Delegates Users, on February 27, 2019. *(If you have already submitted your election results, you may disregard this Bulletin.)*

What is the deadline?

Delegate elections must be held by **June 1**. The date is set in statute and cannot be changed.

Why are delegates important?

Delegates elect teacher members to the Retirement Board at the Annual Delegates Meeting held each fall and act as liaisons between NYSTRS and your employees.

Who is responsible for the election?

It is the responsibility of the CSA or his/her designee to establish reasonable election procedures, hold elections, and report election results to NYSTRS using ESA. NYSTRS has no statutory authority to regulate the election process.

How are election results reported?

The CSA or an administrative staff designee must report election results to NYSTRS by **July 1** through NYSTRS' ESA. See [Reporting Election Results](#) in the Delegate Election Toolkit at [NYSTRS.org](#) for step-by-step instructions.

Confirm election results were properly recorded via the Convention Delegate System (CDS) function in ESA.

What if I still have questions?

For more information on electing and reporting Retirement System delegates, visit the [Employers](#) page at [NYSTRS.org](#) and refer to the Delegate Election Toolkit. You may also contact Karen Aveyard at convdel@nystrs.org or (800) 348-7298, Ext. 4785.

Administrative Bulletins dating from 2005 to the present are available on our website at [NYSTRS.org](#). Select Employers and visit the Administrative Bulletins page.