



New York State Teachers' Retirement System

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

Administrative Bulletin

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Employers Required to Oversee Delegate Elections and Report Results to NYSTRS by July 1

NYSTRS delegates are representatives of their districts who serve two important functions: elect a teacher member to the Retirement Board at the Annual Delegates Meeting and serve as a liaison between the System and members in their district.

Delegates and their corresponding alternates are elected in odd-numbered years, per election deadlines set in statute*. The current election period opens March 1 and must conclude by June 1. Employers must report election results to NYSTRS by July 1.

Those elected serve a two-year term. Although it is not required, it is recommended that each delegate have an alternate who would carry out the delegate's duties if the delegate is unable to serve the remainder of the term.

What do employers need to do?

Employers are required to oversee the election of delegates and alternates and report the results to the System. 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 Feb. 28, 2023. You may also refer to the Delegate Election Toolkit on the [Delegate Election & Annual Meeting](#) page at NYSTRS.org for a detailed explanation of the process. *(If you have already submitted your election results, you may disregard this Bulletin.)*

What are the deadlines?

Elections must be held between **March 1** and **June 1, 2023**. Election results must be reported to NYSTRS by **July 1, 2023**. We strongly recommend reporting results immediately after the election has concluded.

Who is responsible for the election?

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

**Election policies and deadlines are set by statute (Chapter 505 of New York State Education Law). The Retirement System has no jurisdiction over the election process, which by law is the responsibility of each district's chief school administrator or their designee.*

(more)

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

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. Once you enter and save results, you may download a PDF for your records and provide to those elected to verify they were successfully reported as a delegate.

What if I still have questions?

If after reviewing the [Delegate Election Toolkit](#) you still have questions, please contact us at convdel@nystrs.org or (800) 348-7298, Ext. 4785.