



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

Employers Required to Oversee Delegate Elections and Report Results to NYSTRS

For more than a century, NYSTRS delegates have served as valuable ambassadors between NYSTRS and our members. As representatives of their districts, delegates serve two important functions:

- Elect a teacher member to the Retirement Board at the Annual Delegates Meeting.
- Serve as a liaison between the System and members in their district.

The delegate election period for the 2025-2027 term opens March 1 and must conclude by June 1. Employers must report election results to NYSTRS by July 1. Delegates and their corresponding alternates are elected in odd-numbered years per election deadlines set in statute.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 online through the [Employer Secure Area \(ESA\)](#).

An email providing essential information and explaining the process will be sent on March 4 to Chief School Administrators (CSAs), as well as ESA Security Administrators and Convention Delegates Users. The Delegate Election Toolkit section of the [Delegate Election & Annual Meeting page](#) at nystrs.org also provides a detailed explanation of the process.

What Are the Deadlines?

Elections must be held between March 1 and June 1, 2025. Election results must be reported to NYSTRS by July 1, 2025. We strongly recommend reporting results immediately after the election has concluded.

¹ 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.



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 [Employer Secure Area \(ESA\)](#). NYSTRS has no statutory authority to regulate the election process.

How are Election Results Reported?

The Chief School Administrator, Security Administrator, or an administrative staff member designated as a Convention Delegates User must report election results to NYSTRS by July 1 through the ESA. See [Reporting Delegate Election Results](#) on the [Delegate Election & Annual Meeting page](#) for step-by-step instructions. Once you enter and save results, you may download a PDF for your records and provide it to those elected to verify they were successfully reported as a delegate.

What if I Still Have Questions?

If after reviewing the [Delegate Election & Annual Meeting page](#) you still have questions, please contact us at convdel@nystrs.org or 800-348-7298, ext. 4071.

If you have already submitted your election results, you may disregard this Bulletin.