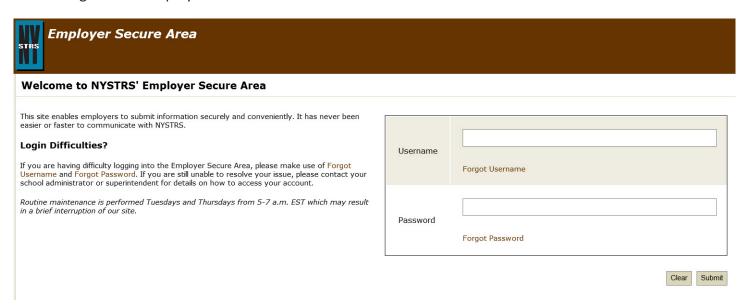
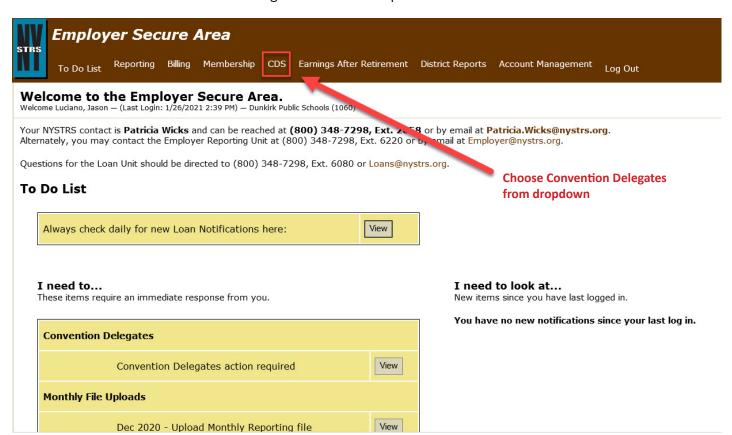
How to Report Election Results Employer Secure Area (ESA) > Convention Delegates

Determining delegate/alternate entitlement and reporting election results

1. Log into the Employer Secure Area.



2. Choose CDS and Convention Delegates from the dropdown.



3. The District Delegate Information page will populate showing the number of vacancies available to fill. The example below shows a Membership Count of 239, entitling this district to one delegate/alternate as shown. Delegate entry (yellow) is in the left-hand column with corresponding alternate (blue) entered to the right.

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): Download Date of Election: March V 1 V 2019 V Click Save to submit any and all changes to NYSTRS. You may click Save as often as needed. Alternate Delegate 1. Name: Attending delegates meeting in place of delegate. Name: EmplID: EmplID: Email: Em ail: Confirm: Confirm: Delete: 🗆 Select Reason Delete: 🗌 Select Resson

Delegate entitlement is determined by dividing the membership count by 200 and rounding to the nearest whole number. Membership count for the current two-year election term is based on total NYSTRS members employed as of June 30 of the last even-numbered year. Below is an example.

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

Membership Count	Delegate Entitlement
1 – 299	1
300 – 499	2
500 – 699	3

4. For a description of the information contained on the delegate election entry page, see the screenshot and key below.

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): Download Date of Election: March V 1 V 2019 V Save Click Save to submit any and all changes to NYSTRS. You may click Save as often as needed. Delegate Alternate 1. Name: Name: Attending delegates meeting in place of delegate. EmplID: EmplID: Email: Em ail: Confirm: Confirm: Delete: 🗆 Select Reason Delete: □ Select Ress on Click Save to submit any and all changes to NYSTRS. You may click save as often as needed.

- Date of Election: Must enter a date from March 1 through June 1 (regular election year held in odd-numbered years); March 1 through Oct. 1 (special election year held in even-numbered years).
- **Delegates** entered in left-hand column; corresponding **Alternates** entered in right-hand column.
- **EmpliD:** Seven digit NYSTRS member number.
- **Email/Confirm:** Enter school email address for elected member in both fields.
- Insufficient Interest: If an employer cannot find anyone interested in serving in the role of a delegate, they have the option to choose Insufficient Interest located at the bottom of the page. This will discontinue any reminders being sent regarding holding an election (until election results are reported, you will receive periodic reminders regarding the election reporting deadline). The employer will be contacted again the following year regarding holding an election.
- Attendance at the Annual Delegates Meeting: The default is for a Delegate to be attending and voting; default for an Alternate to not be attending.
 - If an Alternate will be attending the Annual Delegates Meeting for their corresponding Delegate, check the box "Attending delegates meeting in place of delegate."
- Once information entered is saved, a downloadable PDF is available. The PDF may be provided to those elected for verification of successful submission of election results.
- Delegates/alternates are elected for a fixed two-year term (Aug. 1 of an odd-numbered year to July 31 of the next odd-numbered year). The term the election is representing is indicated on the District Delegate Information page in the second bullet.