



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF (1-800-275-4673)

www.imrf.org

GENERAL MEMORANDUM

Number: 495

Date: June 28, 2002

To: All Authorized Agents

Subject: Executive Trustee Election

This fall, IMRF employers will elect one executive trustee. The accompanying materials provide details on nominating procedures, qualifications and ballots. We've also enclosed sample petitions and a biographical questionnaire.

If after reading this memo you have any questions, please call an IMRF Service Representative at 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday, 7:30 A.M. to 5:30 P.M.

Sincerely,

Louis W. Kosiba
Executive Director

encs. Information sheet
Nomination forms (3)
Biography form



IMRF Executive Trustee Election

The IMRF Board of Trustees meets monthly and frequently more often. Board members serve without compensation but are reimbursed for their expenses, including lost wages if they are not paid by their employers during absences while performing IMRF board duties and expenses incurred while attending meetings.

Terms and conditions of office

Executive Trustee R. Steven Sonnemaker will complete his five-year term of office on December 31, 2002. Therefore, this fall IMRF employers will elect one executive trustee.

The term of office will run from January 1, 2003, through December 31, 2007.

Nominating procedures - petitions

Three nominating petitions are enclosed. The petitions explain the nominating procedures for executive trustee. Please note the third paragraph which explains who has the authority to nominate an executive trustee. Petitions for executive trustee candidates will be accepted in the IMRF office between August 1, 2002, and the close of business at 4:30 P.M., September 16, 2002.

On September 27, 2002, letters will be sent to all candidates who submitted nominating petitions informing them of whether or not their name will appear on the ballot. Executive trustee candidates will be told who the other candidates are.

Nominating petitions for executive trustee candidates can be submitted either by authorized agents or by governing bodies of IMRF employers. Regardless of who submits the nominating petitions, at least three petitions must be submitted.

If an authorized agent submits a nominating petition, he or she must be a member of IMRF, his or her Notice of Appointment must be on file with IMRF, and the notice of appointment must indicate that the authorized agent has been delegated the power to make such nomination.

If a governing body files a petition, the petition must be adopted by the governing body and certified by the clerk or other proper official.

Qualifications

A nominee for executive trustee must be employed by an IMRF employer as a chief executive officer, chief finance officer, or other officer, executive or department head. The nominee must also participate in IMRF and have at least eight years of IMRF service credit as of October 1, 2002.

Executive trustee ballots

Ballots along with candidates' biographies will be mailed to authorized agents October 21, 2002, and must be returned by the close of business at 4:30 P.M., December 10, 2002.

Not all authorized agents can vote in the executive trustee election. **The only authorized agents who can vote are those who are members of IMRF and whose Notice of Appointment filed with IMRF indicates they have been given such power.** Otherwise, the governing body would cast the ballot, and the clerk or other proper official would certify the ballot.



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NOTICE TO AUTHORIZED AGENTS

June 28, 2002

NOMINATION OF EXECUTIVE TRUSTEE

Petitions to nominate candidates for the election of one Executive Trustee of the Illinois Municipal Retirement Fund will be accepted at the IMRF office at 2211 York Road, Oak Brook, Illinois, 60523-2337 during the period August 1, 2002, through the close of business at 4:30 P.M., September 16, 2002. Petitions must be received by the latter date. Those postmarked on or before September 16, 2002, but received after that date will not be accepted. One Executive Trustee will be elected for a five-year term, commencing January 1, 2003. Trustees meet one day each month and frequently more often. Trustees serve without compensation but are reimbursed for their expenses, including lost wages if they are not paid by their employer during absences while performing IMRF Board duties and expenses incurred while attending meetings.

A nominee for Executive Trustee must be employed by a participating governmental unit in the capacity of chief executive officer, chief finance officer, or other officer, executive, or department head. The nominee must also be a participating member and have at least eight years of service credit with IMRF as of October 1, 2002. Service forfeited by acceptance of a refund of member contributions and not reinstated is not considered for the eight-year requirement.

Nominations must be by petition: (1) adopted by the governing body and certified by the clerk or other proper official of the participating municipality or participating instrumentality, or (2) submitted by an Authorized Agent who is a member of IMRF and whose Notice of Appointment, on file with IMRF, indicates that the Authorized Agent has been delegated the power to make such nomination. Petitions by at least three participating municipalities or participating instrumentalities are necessary to nominate a candidate.

FORM OF PETITION

I hereby certify that the _____
Governing Body Municipality or Participating Instrumentality

1. By a resolution duly passed by the governing body

2. By virtue of the power delegated to its Authorized Agent in a notice on file with the Fund, hereby petitions

that _____ residing at _____
Name of Employee Street

_____ occupying the position of _____
City Title

with _____ be a candidate for the office of Executive Trustee of the
Name of Employer

Illinois Municipal Retirement Fund for a five-year term of office beginning January 1, 2003.

Date Signature

Title



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EXECUTIVE TRUSTEE ELECTION BIOGRAPHICAL INFORMATION

Please return to IMRF by 4:30 P.M., Monday, September 16, 2002

Name _____ Date _____

_____ Business Address _____ Phone _____

_____ Home Address _____ Phone _____

Present Position

Job Title _____

Employer _____

Length of service

in this position _____ with this employer _____
from _____ to _____ from _____ to _____

Current job duties (Please include total number of persons supervised, and name and title of officer to whom you report. **Not more than 80 words.** Attach an additional sheet, if necessary.)

Previous IMRF positions

Job Title _____ Employer _____

Length of service _____ with this employer _____
in this position _____ from _____ to _____ from _____ to _____

Job Title _____ Employer _____

Length of service _____ with this employer _____
in this position _____ from _____ to _____ from _____ to _____

Job Title _____ Employer _____

Length of service _____ with this employer _____
in this position _____ from _____ to _____ from _____ to _____

Other pertinent information (Other experience, training or qualifications supporting your candidacy; and/or any goals, objectives or views you would endorse or pursue as a trustee. **Not more than 50 words.** Attach an additional sheet, if necessary.)