



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

GENERAL MEMORANDUM

Number: 508

Date: June 30, 2003

To: All Authorized Agents

Subject: Executive and Employee Trustee Election

In November, IMRF employers will elect one Executive Trustee for a five-year term. The new term of office will run from January 1, 2004, through December 31, 2008. IMRF members will elect a new Employee Trustee to complete a former trustee's term of office. The partial term of office will run from January 1, 2004, to December 31, 2005.

The accompanying materials provide details on nominating procedures, qualifications and ballots. We've also enclosed sample petitions and biographical questionnaires for each election.

If after reading this memo you have any questions, please call an IMRF Service Representative at 1-800-ASK-IMRF (1-800-275-4673).

Sincerely,

Louis W. Kosiba
Executive Director



IMRF Executive Trustee Election

Board meetings are held one day each month. Some Board committees also meet monthly; others meet less frequently or as needed. Trustees serve without compensation but are reimbursed for expenses incurred while attending meetings. A Trustee's employer is reimbursed for Trustee time spent on IMRF business.

Terms and conditions of office

One executive trustee five-year term of office will be completed on December 31, 2003. Therefore, this fall IMRF employers will elect one executive trustee.

The term of office will run from January 1, 2004, through December 31, 2008.

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 Oak Brook and Springfield offices between August 1, 2003, and the close of business at 4:30 P.M., September 15, 2003. Those postmarked on or before September 15, 2003, but received after that date will not be accepted.

On September 26, 2003, 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, 2003.

Executive trustee ballots

Ballots along with candidates' biographies will be mailed to authorized agents on October 20, 2003, and must be returned by the close of business at 4:30 P.M., December 10, 2003.

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.



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

NOTICE TO AUTHORIZED AGENTS

June 30, 2003

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 Oak Brook office at 2211 York Road, Oak Brook, Illinois, 60523-2337 and Springfield office at 3000 Professional Drive, Suite 101, Springfield, Illinois, 62703-5912 during the period August 1, 2003, through the close of business at 4:30 P.M., September 15, 2003. Petitions must be received by the latter date. Those postmarked on or before September 15, 2003, but received after that date will not be accepted. **Mail, hand deliver, or FAX (630-368-5397) the completed petitions to IMRF, ATTN: Sandy Joplin, Legal Administrative Assistant.**

One executive trustee will be elected for a five-year term, commencing January 1, 2004. Board meetings are held one day each month. Some Board committees also meet monthly; others meet less frequently or as needed. Trustees serve without compensation but are reimbursed for expenses incurred while attending meetings. A Trustee's employer is reimbursed for Trustee time spent on IMRF business.

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, 2003. 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 Address

_____ 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, 2004.

Date Signature

Title



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

NOTICE TO AUTHORIZED AGENTS

June 30, 2003

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 Oak Brook office at 2211 York Road, Oak Brook, Illinois, 60523-2337 and Springfield office at 3000 Professional Drive, Suite 101, Springfield, Illinois, 62703-5912 during the period August 1, 2003, through the close of business at 4:30 P.M., September 15, 2003. Petitions must be received by the latter date. Those postmarked on or before September 15, 2003, but received after that date will not be accepted. **Mail, hand deliver, or FAX (630-368-5397) the completed petitions to IMRF, ATTN: Sandy Joplin, Legal Administrative Assistant.**

One executive trustee will be elected for a five-year term, commencing January 1, 2004. Board meetings are held one day each month. Some Board committees also meet monthly; others meet less frequently or as needed. Trustees serve without compensation but are reimbursed for expenses incurred while attending meetings. A Trustee's employer is reimbursed for Trustee time spent on IMRF business.

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, 2003. 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 Address

_____ 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, 2004.

Date Signature

Title



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

NOTICE TO AUTHORIZED AGENTS

June 30, 2003

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 Oak Brook office at 2211 York Road, Oak Brook, Illinois, 60523-2337 and Springfield office at 3000 Professional Drive, Suite 101, Springfield, Illinois, 62703-5912 during the period August 1, 2003, through the close of business at 4:30 P.M., September 15, 2003. Petitions must be received by the latter date. Those postmarked on or before September 15, 2003, but received after that date will not be accepted. **Mail, hand deliver, or FAX (630-368-5397) the completed petitions to IMRF, ATTN: Sandy Joplin, Legal Administrative Assistant.**

One executive trustee will be elected for a five-year term, commencing January 1, 2004. Board meetings are held one day each month. Some Board committees also meet monthly; others meet less frequently or as needed. Trustees serve without compensation but are reimbursed for expenses incurred while attending meetings. A Trustee's employer is reimbursed for Trustee time spent on IMRF business.

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, 2003. 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 Address

_____ 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, 2004.

Date Signature

Title



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

EXECUTIVE TRUSTEE ELECTION BIOGRAPHICAL INFORMATION

Please return to IMRF by 4:30 P.M., Monday, September 15, 2003

Name _____ Date _____

_____ Business Address _____ Phone _____

_____ Home Address _____ Phone _____

Present Position

Job Title _____

Employer _____

Length of service

in this position _____ from _____ to _____ with this employer _____ 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.**)

Previous IMRF positions

Job Title _____ Employer _____

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

Job Title _____ Employer _____

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

Job Title _____ Employer _____

Length of service in this position _____ from _____ to _____ with this employer _____ 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.**)



IMRF Employee Trustee Election

Board meetings are held one day each month. Some Board committees also meet monthly; others meet less frequently or as needed. Trustees serve without compensation but are reimbursed for expenses incurred while attending meetings. A Trustee's employer is reimbursed for Trustee time spent on IMRF business.

Terms and conditions of office

IMRF members will elect an employee trustee to complete a partial term of office which will run from January 1, 2004, to December 31, 2005.

Nominating procedures - petitions

A sample nominating petition is enclosed. Please have your members use this form of petition. Each page of the petition should contain the information listed at the top of the petition. The petition may be photocopied, and the pages may be circulated separately.

The petition must have at least 350 signatures of IMRF members who must have participated in IMRF during July 2003. This includes members on seasonal leave, but not retired members. IMRF will verify signatures on the nominating petitions. Signatures of employees who do not meet the requirements to nominate (teachers, police officers, part-time employees who do not participate in IMRF) will not be counted.

The petition explains the nominating procedures for employee trustees. Petitions for employee trustee candidates will be accepted in the IMRF Oak Brook and Springfield offices between August 1, 2003, and the close of business at 4:30 P.M., September 15, 2003. Those postmarked on or before September 15, 2003, but received after that date will not be accepted. **Mail, hand deliver, or FAX (630-368-5397) the completed petitions to IMRF, ATTN: Sandy Joplin, Legal Administrative Assistant.**

On September 26, 2003, letters will be sent to all candidates who submitted nominating petitions informing them of whether or not they will be on the ballot.

Qualifications

Any IMRF member who has eight years of IMRF service credit as of October 1, 2003, is eligible to be nominated. If a member has accepted a refund of contributions (and has not reinstated the refund), the service is forfeited and does not count toward the eight years.

Employee trustee ballots

Ballots, along with candidates' biographies, for the employee trustee election will be mailed to members' homes on November 3, 2003, and must be returned by the close of business at 4:30 P.M., December 5, 2003.



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

EMPLOYEE TRUSTEE ELECTION BIOGRAPHICAL INFORMATION

Please return to IMRF by 4:30 P.M., Monday, September 15, 2003

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.**)

Previous IMRF positions

Job Title _____ Employer _____

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

Job Title _____ Employer _____

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

Job Title _____ Employer _____

Length of service
in this position _____ with this employer _____
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.**)