



Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

GENERAL MEMORANDUM

Number: 547

Date: October 23, 2006

To: All Authorized Agents

Subject: Executive Trustee Election mailing

Ballots for the 2006 Executive Trustee election were mailed on Friday, October 20, 2006. We discovered the mailing house made two errors which may affect the election packet you received.

Authorized to Cast Ballot

On the back of the ballot return envelope we print the employer ID number and who has the authority to cast the ballot, either the name of the Authorized Agent or "Governing Body."

The mailing house merged our mailing files which resulted in the Authorized Agent's name being printed on all ballot return envelopes, whether or not the Authorized Agent has the authority to cast a ballot.

If you are unsure as to who has the authority to cast a ballot for your employer, you can call 1-800-ASK-IMRF (1-800-275-4673).

Ballot Return Envelope

The ballot return envelope includes a Certification on the back. The Certification is based upon who has the authority to cast a ballot: either the Authorized Agent or Governing Body.

We discovered that the boxes of envelopes were mixed up at the mail house. Therefore, some employers received the incorrect ballot return envelope:

- If you have the authority to cast a ballot but received a Governing Body envelope, please cross out the Governing Body certification and sign your name and print your name.
- If the Governing Body has the authority to cast a ballot but received an Authorized Agent envelope, please cross out the Authorized Agent certification and have the appropriate representative of the Governing Body sign his/her name and print his/her title.

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Confirming Eligibility

As part of the election process, IMRF always confirms each Certification to ensure that the ballot was voted properly. If an Authorized Agent votes the ballots and signs the ballot envelope but we discover the Authorized Agent does not have the authority to vote, the unopened ballot envelope will be returned to the employer with new ballots and envelopes.

However, a Governing Body always retains the authority to cast a ballot, even if it has given the power to vote to its Authorized Agent. If you had the authority to vote, but received a Governing Body ballot envelope and gave the election packet to your Governing Body by mistake (because of this error), the Governing Body vote will count. You do not need to do anything.

Questions?

We apologize for this error. If you have any questions, please call our Member Services Unit at 1-800-275-4673. Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with a large initial "L" and "W".

Louis W. Kosiba
Executive Director