



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

SPECIAL MEMORANDUM

Number: 302

Date: May 22, 2007

To: Authorized Agents of employers whose governing bodies retained voting authority in executive trustee elections

Subject: Change in trustee election voting procedure for governing bodies

Our records indicate that your governing body has retained the authority to vote in IMRF executive trustee elections.

In previous elections, when a governing body cast a ballot, the clerk or other official signed a certification on the outside of the ballot return envelope. The signature certified that the ballot was voted properly.

Some Authorized Agents who had not been granted the authority to vote in a trustee election may have cast ballots in executive trustee elections.

Statutory requirements

According to the Illinois Pension Code:

“...The governing body ... may delegate any or all of the following powers and duties to its authorized agent, but **only if the agent is a member of the fund:**

1. To file a petition for nomination of an executive trustee of the fund.
2. To cast the ballot for election of an executive trustee of the fund.

If a governing body does not authorize its agent to perform the powers and duties set forth in this paragraph (it) shall be performed by the governing body itself...”

An Authorized Agent can cast an executive trustee election ballot **only if he or she is a member** of IMRF **and** the Authorized Agent’s **governing body has given the Agent such power** on the “Notice of Appointment of Authorized Agent,” IMRF Form 2.20 (Form 2.30 for townships).

New voting procedures for governing bodies

Beginning with the 2007 executive trustee election, voting procedures for governing bodies will be as follows:

- over -

May 22, 2007

Change in trustee election voting procedure for governing bodies


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1. The ballot packet will be addressed to the governing body, e.g., Village Board, School Board, etc., instead of to the Authorized Agent.
2. The ballot packet will include voting instructions, candidate biographies, and a **“ballot resolution” to be completed by the governing body**. (IMRF Form 6.89, “Suggested Resolution to Cast a Ballot in the IMRF Executive Trustee Election,” see sample enclosed.)
3. The ballot resolution will be certified by the Clerk or Secretary of the Board and returned to IMRF.

We believe this change will result in compliance with the requirements of the Illinois Pension Code.

If a governing body wishes to grant voting authority to its Authorized Agent, it would complete a new IMRF Form 2.20 (Form 2.30 for townships). IMRF forms can be downloaded from the forms area of the IMRF website, www.imrf.org.

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 "K".

Louis W. Kosiba
Executive Director

Enclosure: Sample Form 6.89, Suggested Resolution to Cast a Ballot
in the IMRF Executive Trustee Election



SUGGESTED RESOLUTION TO CAST A BALLOT IN THE IMRF EXECUTIVE TRUSTEE ELECTION

IMRF Form 6.89 (Rev. 4/2007)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, section 7-174 of the Illinois Pension Code provides for an eight-member Board of Trustees of the Illinois Municipal Retirement Fund, four of whom are to be elected by the IMRF participating units of government; and

WHEREAS, section 7-175 of the Pension Code provides rules for the election of the IMRF Board of Trustees; and

WHEREAS, the governing body of each participating unit of government shall have one vote at any election in which an Executive Trustee is to be elected; and

WHEREAS, it is appropriate that the _____ of _____
BOARD, COUNCIL, ETC. EMPLOYER NAME
exercise its right to vote in the 2007 IMRF Executive Trustee election.

NOW THEREFORE BE IT RESOLVED that the _____ of _____
BOARD, COUNCIL, ETC.
_____ gives its vote in the 2007 IMRF Executive Trustee election
EMPLOYER NAME

(vote for one)

Edward W. Candidate

James V. Candidate

LINE FOR WRITE-IN CANDIDATE

CERTIFICATION

I, _____, the _____ of the _____
(NAME) (CLERK OR SECRETARY)

_____ of the County of _____, State of Illinois,
(EMPLOYER NAME) (COUNTY)

do hereby certify that I am the keeper of the books and records of the _____ and
(EMPLOYER NAME)

that the foregoing is a true and correct copy of a resolution (ordinance) duly adopted by the _____
(BOARD, COUNCIL, ETC.)

at a meeting duly convened and held on the _____ day of _____, 20_____.

SEAL

(CLERK OR SECRETARY)

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