



To: Chief School Administrators  
College & University Presidents  
School Contacts (via e-mail)

## Administrative Bulletin

Issue No. 2011-3

February 2011

### Delegate Election Results to be Submitted Through Employer Secure Area

NYSTRS participating employers are required to oversee the election of delegates and alternates to represent their NYSTRS members. Delegates are elected in odd-numbered years and serve two-year terms beginning August 1. They are responsible for electing a teacher member to the Retirement Board and also act as liasons on behalf of the Retirement System.

Elections must be held between March 1 and June 1 with results submitted to NYSTRS by July 1. The employer's chief school administrator (CSA) or his or her designee is responsible for establishing reasonable election procedures. (*Visit the [Employers](#) page of our Web site for information regarding delegate elections.*)

Election results must be reported using NYSTRS' [Employer Secure Area \(ESA\)](#). **This represents a change from past procedure.** The Convention Delegates reporting function will be available March 1 (the beginning of the election period).

Consistent with existing ESA procedures, it will be the responsibility of the CSA or the designated Security Administrator to assign the rights to report delegate election results. Only the person(s) selected and reported to NYSTRS will have the ability to access this portion of the ESA.

#### Determining Delegate Entitlement

ESA users with Convention Delegate rights will be able to determine the number of delegate/alternate tickets eligible to be filled beginning on March 1. After logging in to ESA, they should select the Convention Delegates tab from the left-hand menu and accept the disclaimer. From the Convention Delegates District Home page, select "Enter Delegates and Alternates." Delegates and alternates are elected as a ticket and cannot be split.

Employers will no longer be required to provide active member counts under this new procedure. (This information is needed to calculate delegate entitlements.) Counts will now automatically be based on members associated with the employer bill sent each fall.

Thank you in advance for your cooperation and patience as we implement this new process. If you have any questions, please contact Karen Aveyard at (800) 356-3128, Ext. 4785, or e-mail [convdel@nystrs.state.ny.us](mailto:convdel@nystrs.state.ny.us).

*Administrative Bulletins dating from 2000 to the present are available on our Web site at [www.nystrs.org](http://www.nystrs.org). Select the Employers tab and visit the Administrative Bulletins page.*