



To: Chief School Administrators  
College & University Presidents  
District Contacts  
Employer Secure Area Contacts

**Administrative Bulletin**  
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## **Reminder: Two Delegate Deadlines Approaching**

### **What do Employers need to do?**

Employers are required to oversee the election of delegates and alternates for the Teachers' Retirement System and to report the results. *(If you have already submitted your election results, you may disregard this bulletin.)*

### **When are the deadlines?**

- Delegate elections must be held by **June 1**.
- Election results must be reported to the System by **July 1**.

### **Why are delegates important?**

Delegates elect teacher members to the Retirement Board at the Annual Delegates Meeting and act as a NYSTRS liaison with your employees.

### **Who is responsible for the election?**

It is the responsibility of the Chief School Administrator (CSA) or his/her designee to establish reasonable election procedures, hold elections, and report election results to NYSTRS using the Employer Secure Area (ESA). NYSTRS has no statutory authority to regulate the election process.

### **What if I still have questions?**

For more information on electing and reporting Retirement System delegates, visit the [Employers page](#) at [NYSTRS.org](http://NYSTRS.org) and head to the Delegate Election Toolkit. You may also contact Karen Aveyard at [convdel@nystrs.org](mailto:convdel@nystrs.org) or (518) 447-4785.

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