



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

**Administrative Bulletin**  
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## Reminder: Electing and Reporting NYSTRS Delegates

### What do employers need to do?

Employers are required to oversee the election of delegates and alternates for the New York State Teachers' Retirement System and to report the results. An email explaining the process and providing other essential information was sent to Chief School Administrators (CSAs), as well as Employer Secure Area (ESA) Security Administrators and Convention Delegates Users, on February 25, 2021. *(If you have already submitted your election results, you may disregard this Bulletin.)*

### What is the deadline?

Delegate elections in odd-numbered years such as 2021 must be held by **June 1**. The date is set in statute and cannot be changed.

### Why are delegates important?

Delegates elect teacher members to the Retirement Board at the Annual Delegates Meeting held each fall and act as liaisons between NYSTRS and your employees.

### Who is responsible for the election?

It is the responsibility of the CSA or his/her designee to establish reasonable election procedures, hold elections, and report election results to NYSTRS using ESA. NYSTRS has no statutory authority to regulate the election process. You can see how many delegates you are entitled to have in the ESA convention delegates application.

### How are election results reported?

The CSA or an administrative staff designee must report election results to NYSTRS by **July 1** through NYSTRS' ESA. See [Reporting Election Results](#) in the [Delegate Election Toolkit](#) at [NYSTRS.org](#) for step-by-step instructions. Once results entered are saved, a downloadable PDF is available. The PDF may be provided to those elected to verify successful submission of election results.

### What if I still have questions?

For more information on electing and reporting Retirement System delegates, visit the [Employers](#) page at [NYSTRS.org](#) and refer to the Delegate Election Toolkit. You may also contact Karen Aveyard at [convdel@nystrs.org](mailto:convdel@nystrs.org) or (800) 348-7298, Ext. 4785.

*Administrative Bulletins dating from 2005 to the present are available on our website at [NYSTRS.org](#). Select Employers and visit the Administrative Bulletins page.*