

**New York State Teachers' Retirement System**

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

**Administrative Bulletin**  
*Issue No. 2021-8*  
*September 2021***Annual Delegates Meeting — Attendance, Salary and Expense Issues**

As representatives of their districts, NYSTRS delegates have two main functions: elect a teacher member to the Retirement Board at the Annual Delegates Meeting and serve as a liaison between NYSTRS and the members in their district.

Section 504 of the Education Law provides that three of the 10 members of the System's Retirement Board must be active members of the System. Section 505 of the Education Law provides for the election of these Retirement Board members on a rotating basis at the Annual Delegates Meeting held each October or November. Ballots may only be cast by delegates who are present at the meeting. The 2021 meeting will be held virtually Friday, October 29.

In an effort to assist participating employers in understanding how to treat delegate attendance, salary and expense issues as they relate to the annual meeting, NYSTRS has posted opinions of the State Education Department and State Comptroller on the Delegate Election & Annual Meeting page of [NYSTRS.org](https://www.nystrs.org). (This page is found under the [Employers](#) tab.) Included are:

- A decision by the New York State Commissioner of Education that attending the meeting is part of a delegate's official duties and as such the delegate is entitled to his or her normal salary when attending this meeting. However, because delegates do not attend the meeting as delegates of the employers, there is no legal authority for employers to reimburse delegates for expenses incurred.
- An opinion of the Counsel to the Education Department that delegates are entitled to full salary when attending the annual meeting and that no deductions should be made from any sick or other leave credit accruals for attending the meeting.
- An opinion of the New York State Comptroller that employers may not pay the expenses of employees who attend NYSTRS' annual meeting of delegates.

Employers requiring any clarification of these opinions as they relate to their circumstances are encouraged to contact the State Education Department or the Office of the State Comptroller, as applicable.

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