By statute, the New York State Teachers’ Retirement System (NYSTRS) is required to hold an annual meeting in October or November, the main purpose of which is to elect a teacher member to the 10-member NYSTRS Board. Votes are cast by delegates representing each of the more than 820 NYSTRS participating employers.

**If This Year is an Odd Number**
- All employers are required to hold elections.
- Elections must be held between March 1 and June 1.
- Results must be reported to NYSTRS by July 1. (See “Reporting Election Results.”)

**If This Year is an Even Number**
- Only employers with vacancies in both the delegate and alternate positions hold elections.
- NYSTRS will notify employers in February if they are eligible to hold an election. Notification will be by email to all school contacts.
- Elections must be held between March 1 and October 1.
- Results must be reported to NYSTRS by October 6. (See “Reporting Election Results.”)

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

Many employers ask the bargaining unit(s) representing NYSTRS members to hold the election. However, **only the CSA or his/her designated administrative staff member is authorized to report election results.** (See “Reporting Election Results” for additional details.) Results must be reported through the Employer Secure Area (ESA) > Convention Delegates application. There are no exceptions.

Supervisory Districts (BOCES) are responsible for overseeing an election for component districts employing fewer than 75 NYSTRS members. **(A supervisory district can find a list of its under-75 districts by entering its supervisory district code on the Convention Delegates page within ESA.)** In this instance, a single election takes place at the supervisory level, with delegate entitlement based on the cumulative number of NYSTRS members employed by the under-75 component districts. **A component district employing 75 or more NYSTRS members is eligible to hold its own election.**

**DELEGATES AND ALTERNATES DEFINED**

- Both delegates and alternates must be in-service, full-time (e.g., per-annum) employees who are NYSTRS members.
- Delegates and alternates are elected as a ticket and **cannot** be split. In other words, an alternate for “Delegate A” may not serve in place of “Delegate B” if the latter is unable to attend the meeting.
- The number of delegates and alternates to which a NYSTRS participating employer is entitled is based upon the number of active NYSTRS members contractually employed at the district or college.
- The number of delegate/alternate tickets an employer is eligible to fill can be viewed within the Convention Delegates application of NYSTRS’ Employer Secure Area (ESA). Employers should check this area **each March** to determine entitlement and/or vacancies to be filled.
ASSIGNING ELECTION REPORTING RIGHTS – NYSTRS.org > Employers Section

Unless the CSA or ESA Security Administrator intends to report election results, an administrative staff member must be assigned the role of Convention Delegates User within ESA. The CSA or Security Administrator should follow the steps below to assign this important election reporting role.

User Account Management:

1. Choose Account Management in ESA; the User Management page will populate.

2. To add a new user(s), choose ESA Users and the Add New ESA User button. Enter information and assign role (Convention Delegates User) being granted to new user.

3. To view ESA users and their roles, choose ESA Users. You can modify the role of existing users on this page.

Adding a new user will generate an email being sent with a username and temporary password to the user.

User currently has a role as Membership Verification User. Choosing Modify provides the ability to check Convention Delegates User as an additional role.
REPORTING ELECTION RESULTS

Log into ESA.

1. Choose CDS and Convention Delegates from the dropdown.
2. The District Delegate Information page will populate which shows the number of vacancies available to fill. Example #2 shows a Membership Count of 239, entitling this district to one delegate/alternate as shown. Election results are entered on this page. Delegate entry (yellow) is in the left-hand column with each corresponding alternate (green) entered to the right.

INFORMATION
Additional information is located on the Employers page of our website at NYSTRS.org in the Delegate Election Toolkit.

Questions may be emailed to convdel@nystrs.org or addressed by calling (800) 348-7298, Ext. 4785.

The following information must be entered:
- Date of election.
- NYSTRS EmpID for the delegate(s) and, if applicable, the corresponding alternate(s).
- School email address for each delegate and alternate (Email/Confirm fields).

The default attendance status of the delegate(s) will be that they are attending the Annual Delegates Meeting as only one member of a delegate/alternate ticket can vote. Attendance status can be changed by the employer up to three business days prior to the Delegates Meeting by checking the box indicating the alternate will be attending in place of the delegate.

REMINDER: Delegates and alternates are elected as a ticket and cannot be split.