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” on the reverse.)

**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” on the reverse.)

**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” on the reverse for additional details.) Results must be reported through the Employer Secure Area (ESA) > Convention Delegates application. There are no exceptions.

**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.

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

User Account Management:

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

2. To add or modify user(s), choose User Account Management. Enter information and assign privilege being granted for new user. To modify privileges for existing user, choose user from dropdown and select Modify/Delete User.

3. To view ESA users and their privileges choose ESA Users.

Adding a new user will generate an email being sent to them with a username and password. (The person assigning user privileges will also receive an email confirming the transaction.)
REPORTING ELECTION RESULTS

Log into ESA.
1. Choose CDS.
2. Choose Convention Delegates.
3. Delegate entry page will populate showing the number of vacancies available to fill. Example #3 shows a Membership Count of 419, entitling this district to two delegates/alternates as shown. Delegate entry (yellow) is in the left-hand column with each corresponding alternate (green) entered to the right.

You may also access CDS from the menu bar

The following information must be entered:
► Date of election.
► NYSTRS EmplID for the delegate(s) and, if applicable, the corresponding alternate(s).
► School email address for each delegate and alternate.

When first reported, the default status of the delegate(s) is “Attending/Voting.” The default status for an alternate is “Not Attending,” as only one member of a delegate/alternate ticket can vote. Status information can be changed by the employer up to three business days prior to the Delegates Meeting.

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

INFORMATION
Additional information is located on the Employers page of our website at NYSTRS.org. For answers to your questions, view “Delegate/Employer FAQs” or “Electing & Reporting Retirement System Delegates.”

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