



# Reporting Delegate Election Results

*A step-by-step guide for reporting your district's elected delegates and alternates in the ESA*

## Delegate Election Process

NYSTRS has no statutory authority to regulate the election process. It is the responsibility of the Chief School Administrator (CSA) or their designee to establish reasonable election procedures, hold elections, and report the results to NYSTRS. Many employers ask the bargaining unit(s) representing NYSTRS members to hold the election. However, only the CSA, Employer Secure Area (ESA) Security Administrator, or an administrative staff member designated as a Convention Delegates User is authorized to report election results. Without exception, election results must be reported through the ESA.

**In years that end with an odd number,** all participating NYSTRS employers are required to hold delegate elections. Elected delegates and alternates will serve for a fixed two-year term, from August 1 of an odd-numbered year to July 31 of the next odd-numbered year. Elections must be held between March 1 and June 1, with results reported to NYSTRS by July 1.

**In years that end with an even number,** only employers with vacancies in both the delegate and alternate positions hold elections. Elected delegates and alternates will serve for the remainder of the current two-year term, through July 31 of the next odd-numbered year. In February, NYSTRS will notify employer contacts via email if they are eligible to hold an election. Elections must be held between March 1 and October 1, with results reported to NYSTRS by October 6.

## Delegate Elections in Supervisory Districts

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

Delegates fill a vital role in their respective school districts, serving two important responsibilities:



## **ELECT A TEACHER MEMBER TO THE RETIREMENT BOARD.**

By statute, NYSTRS holds 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 who represent NYSTRS' participating employers. If a delegate is unable to attend, their designated alternate may attend and vote in their place.



## **SERVE AS A LIAISON BETWEEN NYSTRS AND THE MEMBERS IN THEIR DISTRICT.**

Delegates act as a bridge connecting NYSTRS members to important retirement information and resources. Delegates support their colleagues as they navigate retirement planning, from enrolling as a NYSTRS member to filing retirement paperwork.

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.

Delegates and alternates are elected as a ticket and cannot be split. An alternate for one delegate may not serve in place of another delegate if the latter is unable to attend the Annual Delegates Meeting.

The number of delegate/alternate tickets an employer is eligible to fill can be viewed within the Convention Delegates section of NYSTRS' ESA. Employers should check this area each March to determine entitlement and/or vacancies to be filled.

# How to Report Election Results in ESA

## Assign ESA Users to Report Election Results

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Along with CSAs and ESA Security Administrators, only users assigned to the role of Convention Delegates User can report election results. Results must be reported in the ESA.

### TO ASSIGN A NEW ESA USER TO THE CONVENTION DELEGATES USER ROLE:

1. Choose **Account Management** in ESA. The **User Management** page will be displayed.
2. To add a new user(s), choose **ESA Users** and then click the **Add a New ESA User** button.
3. On the **Add a New ESA User** page, enter the staff member's information and select the role **Convention Delegates User**.
4. Click the **Submit** button. Adding a new user will generate an email to that person containing their username and temporary password.

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If a staff member is already an ESA user but not assigned the role of Convention Delegates User, that role will need to be added.

### TO MODIFY THE ROLES OF AN EXISTING ESA USER:

1. Choose **Account Management** in ESA. The **User Management** page will be displayed.
2. Choose **ESA Users** and find the user whose access you would like to change, then select **modify**.
3. On the **Modify an ESA User** page, check **Convention Delegates User** as an additional role.
4. Click the **Submit** button.

# Input Election Results

Election results must be reported through the Employer Secure Area (ESA).

\* When submitting the Alternate entry, you will see a check box pertaining to the attendance status for the Annual Delegates Meeting.

Only one member of a delegate/alternate ticket can vote at the Annual Delegates Meeting. In ESA, the default status of each elected delegate is that they are attending and voting at the meeting. The default status for each alternate is that they are not attending.

Alternates may register to attend the Annual Delegates Meeting in a nonvoting capacity along with their elected delegate. If a delegate is unable to attend, their designated alternate may vote in their place.

The attendance status of both delegates and alternates can be changed by their employer up to three business days before the Annual Delegates Meeting, but only one member of each ticket may vote to elect a teacher to the NYSTRS Board.

## TO REPORT FINALIZED DELEGATE ELECTION RESULTS:

1. When an election period is open, it will be noted on your **To Do List**.
2. Choose **CDS** in the toolbar and select **Convention Delegates** from the drop-down. The **District Delegate Information** page will populate with the current election term and the available vacancies in your district.
3. Enter your election results by completing each **Delegate** field entry and their corresponding **Alternate** entry\*. The following information must be entered:
  - Date of election
  - NYSTRS EmplID
  - School email address for each delegate and alternate (Note: NYSTRS requires a valid school email address as opposed to a personal email address.)
4. Click the **Save** button to submit the election results to NYSTRS. Once the election results are saved, a PDF will be available for download and may be provided to those elected for verification of successful submission of the results.

If you cannot find anyone interested in serving as a delegate, choose **Insufficient Interest** located at the bottom of the **District Delegate Information** page. This will discontinue any reminders being sent for the current election period. However, you will be contacted the following year regarding holding an election for the next election period.

## More Information

Additional information is located on the [Employers/Delegate Election & Annual Meeting](#) page of [nystrs.org](#). Questions may be emailed to [convdel@nystrs.org](mailto:convdel@nystrs.org) or addressed by calling 518-447-2900, ext. 4071.