

How to Report Election Results

Employer Secure Area (ESA) > Convention Delegates

Determining delegate/alternate entitlement and reporting election results

1. Log into the Employer Secure Area.

The screenshot shows the top navigation bar with the NYSTRS logo and the text "Employer Secure Area". Below the bar, the heading "Welcome to NYSTRS' Employer Secure Area" is displayed. A paragraph explains the site's purpose for secure employer information submission. A "Login Difficulties?" section provides instructions for forgotten usernames or passwords and mentions routine maintenance on Tuesdays and Thursdays. On the right, a login form contains fields for "Username" and "Password", each with a "Forgot" link. "Clear" and "Submit" buttons are at the bottom right.

2. Choose CDS and Convention Delegates from the dropdown.

The screenshot shows the dashboard header with a navigation menu: "To Do List", "Reporting", "Billing", "Membership", "CDS", "Earnings After Retirement", "District Reports", "Account Management", and "Log Out". A red box highlights the "CDS" menu item, with a red arrow pointing to it from the text "Choose Convention Delegates from dropdown". Below the header, the user is welcomed as "Luciano, Jason" and their contact information is provided. A "To Do List" section includes a notification about loan notifications and a "View" button. Two sections, "I need to..." and "I need to look at...", are also present. A table lists tasks: "Convention Delegates" with the note "Convention Delegates action required" and a "View" button, and "Monthly File Uploads" with the note "Dec 2020 - Upload Monthly Reporting file" and a "View" button.

3. The District Delegate Information page will populate showing the number of vacancies available to fill. The example below shows a Membership Count of 239, entitling this district to one delegate/alternate as shown. Delegate entry (yellow) is in the left-hand column with corresponding alternate (blue) entered to the right.

District Delegate Information

Dunkirk (1060)
Membership Count: 239

- This page is used to enter delegate information. For the current election period information must be entered by midnight of July 1, 2019.
- Delegates elected for this period will be serving a 2-year term beginning August 1, 2019 and ending July 31, 2021.
- For information regarding the election of delegates and delegate responsibilities, refer to the [Delegate Election FAQs](#) and [Delegate Election Toolkit](#).
- For elected delegate information from the previous term, please refer to the [Delegates > Electing Delegates](#) page at NYSTRS.org.

Download a printable copy of the delegate information below (Be sure to save any changes first):

Date of Election:

Click Save to submit any and all changes to NYSTRS. You may click Save as often as needed.

Delegate	Alternate
<p>1. Name: <input type="text"/></p> <p>EmplID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Confirm: <input type="text"/></p> <p>Delete: <input type="checkbox"/> <input type="text" value="Select Reason"/></p>	<p>Name: <input type="checkbox"/> Attending delegates meeting in place of delegate.</p> <p>EmplID: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Confirm: <input type="text"/></p> <p>Delete: <input type="checkbox"/> <input type="text" value="Select Reason"/></p>

Click Save to submit any and all changes to NYSTRS. You may click save as often as needed.

Delegate entitlement is determined by dividing the membership count by 200 and rounding to the nearest whole number. Membership count for the current two-year election term is based on total NYSTRS members employed as of June 30 of the last even-numbered year. Below is an example.

Membership Count	Delegate Entitlement
1 – 299	1
300 – 499	2
500 – 699	3

4. For a description of the information contained on the delegate election entry page, see the screenshot and key below.

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Download a printable copy of the delegate information below (Be sure to save any changes first):

Date of Election:

Click Save to submit any and all changes to NYSTRS. You may click Save as often as needed.

Delegate	Alternate
1. Name:	Name: <input type="checkbox"/> Attending delegates meeting in place of delegate.
EmplID: <input type="text"/>	EmplID: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Confirm: <input type="text"/>	Confirm: <input type="text"/>
Delete: <input type="checkbox"/> <input type="text" value="Select Reason"/>	Delete: <input type="checkbox"/> <input type="text" value="Select Reason"/>

Click Save to submit any and all changes to NYSTRS. You may click save as often as needed.

Insufficient Interest: Unsuccessful in finding anyone interested in serving as the delegate this year.

- **Date of Election:** Must enter a date from March 1 through June 1 (regular election year held in odd-numbered years); March 1 through Oct. 1 (special election year held in even-numbered years).
- **Delegates** entered in left-hand column; corresponding **Alternates** entered in right-hand column.
- **EmplID:** Seven digit NYSTRS member number.
- **Email/Confirm:** Enter school email address for elected member in both fields.
- **Insufficient Interest:** If an employer cannot find anyone interested in serving in the role of a delegate, they have the option to choose Insufficient Interest located at the bottom of the page. This will discontinue any reminders being sent regarding holding an election (until election results are reported, you will receive periodic reminders regarding the election reporting deadline). The employer will be contacted again the following year regarding holding an election.
- Attendance at the Annual Delegates Meeting: The default is for a Delegate to be attending and voting; default for an Alternate to not be attending.
If an Alternate will be attending the Annual Delegates Meeting for their corresponding Delegate, check the box "Attending delegates meeting in place of delegate."
- Once information entered is saved, a downloadable PDF is available. The PDF may be provided to those elected for verification of successful submission of election results.
- Delegates/alternates are elected for a fixed two-year term (Aug. 1 of an odd-numbered year to July 31 of the next odd-numbered year). The term the election is representing is indicated on the District Delegate Information page in the second bullet.