



## PLEASE POST

DATE: May 2019

TO: All Employees

FROM: Trisha Thomason, Director of Member Services

SUBJECT: Nominations for Employees' Retirement Fund Board of Trustees Election, for Two Separate Places – Place 1 and Place 3

The Retirement Fund's Administrative Rules provide that nominees for election to the Board of Trustees shall be selected by petition only. Each petition must be signed by at least seventy-five (75) members of the same employee group to which the nominee belongs.

Employees in Employee Groups A and C are eligible to vote for Place 1 and Place 3, as follows:

<b>Place 1</b>	<b>Employee Group A</b>	<b>Police Department (Civil Service Only)</b>
<b>Place 3</b>	<b>Employee Group C</b>	<b>City Manager, City Secretary, Communications &amp; Public Engagement, Financial Management Services, Human Resources, Internal Audit, Law, Municipal Courts, Performance &amp; Budget, Planning &amp; Development, Water and Waste Water, and Non-Civil Service Employees of the Police Department</b>

Trustees for Places 1 and 3 shall be elected in 2019 to serve a term from September 1, 2019 through August 31, 2021.

Petition forms for Places 1 and 3 are now available online at [www.fwretirement.org](http://www.fwretirement.org) or by contacting the Retirement Office at 817-632-8900. **Petitions must be returned to the Retirement Fund Executive Director by Wednesday, June 19, 2019, 5 p.m.**

(If there is only one nominee for any PLACE, there shall be no election for that PLACE and such nominee shall automatically be elected to the Board of Trustees; otherwise the election(s) will take place from July 18, 2019 – August 15, 2019.)





## Nomination Petition

### For the Fort Worth Employees' Retirement Fund

Petition to put \_\_\_\_\_, a non-Civil Service employee of the City of Fort Worth Employee Group C (which includes the following departments: City Manager, City Secretary, Communications & Public Engagement, Financial Management Services, Human Resources, Internal Audit, Law, Municipal Courts, Performance & Budget, Planning & Development, Water and Waste Water, and non-Civil Service Employees of the Police Department), in nomination to **Place 3** of the Board of Trustees of the Employees' Retirement Fund of the City of Fort Worth in the election to be held in the year of 2019. **This completed petition must be returned to the retirement Fund no later than, Wednesday, June 19, 2019, 5 p.m.**

*Pursuant to the provisions of the Retirement Fund's Administrative Rules, I affix my signature as petitioning to have the above-named city employee placed in nomination of the ballot for election to the above-named Place on the Board of Trustees.*

Petition for: \_\_\_\_\_ Dept: \_\_\_\_\_ Emp. Group: \_\_\_\_ Place #: \_\_\_\_\_

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Petition for: \_\_\_\_\_ Dept: \_\_\_\_\_ Emp. Group: \_\_\_\_ Place #: \_\_\_\_\_

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# 2019 Fund Board Elections

In 2019, Places 1 and 3 are up for re-election to the Retirement Fund Board of Trustees. The Board is the governing body over the administration of your pension plan, but makes no changes to your pension plan benefits; the city makes all changes to the plan itself.

## Place 1 is the representative for Employee Group A, ACTIVE Civil Service Police Personnel

### Am I Eligible to Run?

- You must be an active, vested city employee at the time of election;
- You must be employed as an active Civil Service police employee (Place 1) or an employee in Group C (Place 3);
- You must get 75 nomination signatures from employees representing either Place 1 or 3 on a petition available from the Retirement Fund;
- The nomination petition must be turned in no later than Wednesday, June 19, 2019, 5 p.m. (Petition forms are available at [www.fwretirement.org](http://www.fwretirement.org)).

## Place 3 is the representative for ACTIVE General Employees in Group C, which includes:

**City Manager's Office**  
**City Secretary's Office**  
**Communications & Public Engagement**  
**Financial Management Services**  
**Human Resources**  
**Internal Audit**  
**Law**  
**Municipal Courts**  
**Performance & Budget**  
**Planning & Development**  
**Water & Waste Water**  
**Non-Civil Service Police Personnel**

### What are the Requirements and Expectations of Fund Board Members?

- Board members are fiduciaries of the Fund and must adhere to a set of standards and responsibilities. All Board members are required to attend orientation and are encouraged to participate in ongoing education courses throughout their terms in order to understand the full extent of their fiduciary responsibilities.
- Board members must attend one monthly regular Board meeting held during a weekday. Committees also meet during the weekday. Board members have a choice of six committees on which to serve, including Audit, Communications, Disability, Investment, Legislative and Personnel.
- Board members must attend Minimum Educational Training (MET) requirements and deadlines administered by the Texas Pension Review Board (PRB), including seven hours of core training within the first year of service on the Board and four hours of core or non-core training every two-years after. Training includes fiduciary matters, actuarial issues, benefits administration, governance, ethics, investments, risk management, compliance, legal and regulatory matters, pension accounting, custodial issues and plan administration. In addition, Trustees must take courses on the Texas Open Meetings Act and the Texas Public Information Act.