



Commonwealth of Pennsylvania

Public School Employees' Retirement Board

Policy Name:	Board Elections Policy
Policy Number:	2025-POL-BD-08
Effective Date:	August 21, 2025
Last Reviewed Date:	August 21, 2025
Executive Staff Contact:	Executive Director

I. Purpose

The purpose of this policy is to provide the manner in which the election of the elective members of the Board are to be conducted.

II. Definitions

Unless otherwise defined herein, capitalized terms shall have the meanings given to them in the Public School Employees' Retirement Code and its attendant regulations.

1. **Active Certified (Professional) Member/Participant and Active Non-Certified (Non-Professional) Member/Participant**, for purposes of this policy, shall include qualified Members and Class DC Participants with an active or contributing work status, including Members/Participants on a contributing leave.
2. **Biographical Form** shall mean a form that allows candidates to submit biographical information to be placed on the ballot along with the candidate's name. The information shall not include the political affiliation of the candidate.
3. **Candidate's Affidavit** shall mean a form that must be notarized and submitted with the Nominating Petition to ensure a candidate's eligibility for office.
4. **Executive Director** shall mean the Executive Director of PSERS and designee.
5. **Nominating Petition** shall mean a form that is signed by eligible voters to certify a candidate. It includes identifying information for validation of voting class.
6. **Nomination Packet** shall mean a packet of election information that includes the Board Elections Procedures and Guidelines Policy, Nominating Petition, Candidate's Affidavit, Biographical Form, and the Board member Position Description.
7. **Public School Board Member** shall mean a member of a Pennsylvania public school board but does not include a board member of a charter school.

8. **Regular Election** shall mean an election for an Active Certified (Professional) Member/Participant, Active Non-Certified (Non-Professional) Member/Participant, Retiree, or Public School Board Member to the Board.
9. **Retiree** shall refer to Annuitants and Class DC Participants Receiving Distributions, including multiple service Annuitants retired from the State Employees' Retirement System.
10. **Special Election** shall mean an election for an Active Certified (Professional) Member/Participant, Active Non-Certified (Non-Professional) Member/Participant, Retiree, or School Board Member to the Board because a vacancy has occurred.

III. Scope

This policy applies to all elections conducted under the direction of the Governance and Administration Committee for an Active Certified (Professional) Member/Participant, Active Non-Certified (Non-Professional) Member/Participant, Retiree, or School Board Member to the Board.

IV. Objective

The objective of this policy is to provide requirements for elections for an Active Certified (Professional) Member/Participant, Active Non-Certified (Non-Professional) Member/Participant, Retiree, or School Board Member to the Board.

V. Policy

1. Nomination Packet

- A. All candidates for a Board seat must request a Nomination Packet from the Executive Director.
- B. A candidate's Nominating Petition must be received at the PSERS headquarters on or before the date selected by the Executive Director. Nominating Petitions received after the deadline will be deemed invalid.
- C. To be valid, a Nominating Petition must be timely filed and include a signed, notarized Candidate's Affidavit; a Biographical Form; and the required number of signatures.
- D. The required number of signatures by election classification is as follows:
 - i. *Active Certified (Professional)* Members/Participants - At least 500 signatures of Active Certified (Professional) Members/Participants. Five different Employers must be represented by no less than 25 signatures each.
 - ii. *Active Non-Certified (Non-Professional)* Members/Participants - At least 250 signatures of Active Non-Certified (Non-Professional) Members/Participants. Five different Employers must be represented by no less than 15 signatures each.
 - iii. *Retirees* - At least 125 signatures of retirees.

- iv. *Public School Board Member* - At least 25 signatures of Public School Board Members from a minimum of five different Pennsylvania public school boards.
- E. To be a valid signer on a Nominating Petition, the signer must have a valid voting status, on the opening day for signature collection, equal to the Nominating Petition for which they are signing and must include a signature, printed name, and last four digits of social security number, and, if applicable, the name of the Employer.
- F. The Executive Director will notify each candidate of the validation or invalidation of a Nominating Petition.

2. Regular Election Procedures

- A. If an election has only one candidate who qualifies to appear on the ballot, no election will be conducted. The Executive Director will notify the Chairperson of the Governance and Administration Committee and the Chairperson of the Board that only one candidate qualifies. The Chairperson of the Board will declare the candidate elected by acclamation, at the next regularly scheduled meeting of the Board.
- B. If there is more than one candidate who qualifies, the Executive Director will report the names of the approved candidates to the Chairperson of the Board Governance and Administration Committee for announcement at the next Board meeting.
- C. After Nominating Petitions have been validated, a drawing will be conducted to determine the ballot position of each approved candidate for the election, according to the following:
 - i. The drawing will be held at PSERS' headquarters at a date and time determined by the Executive Director.
 - ii. Each candidate will receive written notification of the drawing.
 - iii. Each candidate has the right to attend or be represented at the drawing.
 - iv. The drawing will be conducted in the presence of the Executive Director and the Chief Audit Officer or designee.
- D. A third-party election contractor may conduct the election as determined by the Executive Director.
- E. Ballots containing each candidate's biographical information will be provided to the eligible voters in accordance with the election schedule and ballot delivery method established by the Executive Director.
- F. Only ballots timely returned in accordance with the schedule established by the Executive Director will be counted.
- G. The Executive Director shall ensure the election results are certified.
- H. The Executive Director will submit the election results to the Chairperson of the Governance and Administration Committee for announcement to the Board.
- I. The Executive Director will notify all candidates in writing of the election results.
- J. A candidate may dispute the results of an election by submitting a request for a recount to the Executive Director within 30 days of notification of the election results.

3. Special Election Procedures

- A. If the remainder of the three-year term is more than eighteen months, the Board will conduct a Special Election for the remainder of the term as soon as possible. The elected Board member will serve only the unexpired term of the predecessor.
 - B. If the remainder of the three-year term is eighteen months or less, the Board will conduct a Special Election for the remainder of the term and for a subsequent three-year term.
 - C. A Special Election may be conducted concurrently with a Regular Election if the timing is appropriate.
 - i. Candidates may not appear on the ballot for both the Special Election and the Regular Election.
 - ii. The candidate must declare on the Nominating Petition whether the candidacy is for the Special Election or the Regular Election. Failure to do so will result in the candidate being placed on the ballot for the Regular Election.
 - D. All other procedures of a Regular Election will be followed.
- 4. Withdrawal**
- A. A candidate who wishes to withdraw from the election must notify the Executive Director of their intent to do so no later than the day preceding the drawing for ballot positions.
 - B. If a candidate is certified as the winner and does not wish to accept the office, the candidate must notify the Executive Director in writing. The Board will conduct a new election in accordance with the Special Election Procedures.
- 5. Death or ineligibility**
- A. If a candidate dies or for any reason is found to be ineligible before the ballots are made available to the electorate, the candidate's name will be omitted from the ballot.
 - i. If the removal of the candidate results in only one candidate who qualifies to appear on the ballot, no election will be conducted.
 - ii. If, after the removal of the candidate, there remains more than one candidate, then the ballot positions will be adjusted accordingly. For example, if candidate one is removed from the ballot, candidate two will appear first on the new ballot.
 - B. If a candidate dies or for any reason is found to be ineligible after the ballots are delivered to the electorate, but before the winner is seated on the Board, and the deceased or ineligible candidate wins, the Board will conduct another election in accordance with the Special Election Procedures.
 - C. If an elected Board member dies or otherwise becomes ineligible to serve on the Board, the Board will conduct an election in accordance with the Special Election Procedures.

VI. Related Policies/Issuances

No related Policies/Issuances.

VII. Compliance

Where a Board or PSERS staff member learns or has actual knowledge of any material matter of non-compliance with this policy, such individual shall report the matter to the Chief Compliance Officer as soon as practicable. All reported instances on non-compliance will be investigated.

VIII. Responsible Committee and Frequency of Review

1. The Responsible Committee for this policy is the Governance and Administration Committee.
2. This policy shall be reviewed by the Governance and Administration Committee every three years and when there are changes in the Board's strategic priorities and initiatives, risks or performance factors, legislation or regulation, actual or potential litigation, or recommendations from studies or audits that may impact the efficacy of the policy. The Governance and Administration Committee shall report the results of this review to the Board.

IX. Responsibilities

1. The Executive Director shall have the following delegated authority:
 - A. To publicize the election to the appropriate group of eligible voters.
 - B. To provide information on a particular election to any interested organization upon written request.
 - C. To develop a schedule of events for each election to be held during the year. The schedule will include the dates for the distribution and return of all election-related material.
 - D. To provide candidates with a Nomination Packet upon request.
 - E. To review and validate all Nominating Petitions. All decisions by the Executive Director regarding the validation of the Nominating Petitions will be final.
 - F. To edit a candidate's Biographical Form to conform to printing requirements or if the information provided is not biographical in nature. All decisions of the Executive Director will be final.
 - G. To determine the ballot delivery method and the ballot receipt method, e.g. email, telephonic, online, or mail, for each election.
 - H. To ensure certification of the election results.

Policy History:

Summary of Changes:

Date	Version	Summary
August 21, 2025	1.0	Updated to new template and format. Delegated authority to the Executive Director to determine use of third-party provider. Delegated authority to the Executive Director to determine ballot delivery method. Adopted by Board Resolution 2025-61