

**CHAPTER 7900**  
**MINNESOTA STATE RETIREMENT SYSTEM**  
**PROCEDURES**

7900 0200 STATE EMPLOYEE MEMBER  
 7900 0400 RETIRED STATE EMPLOYEE MEMBER

7900 1600 ACKNOWLEDGING RECEIPT OF  
 BENEFIT PAYMENTS

**7900.0200 STATE EMPLOYEE MEMBER.**

*[For text of subs 1 and 2, see M R.]*

**Subp 3 Election materials.** By February 5 of each even-numbered year the executive director shall send ballots directly by mail or mail ballots, and envelopes to the respective heads of departments and state agencies having employees who are covered by the system. The heads of departments and state agencies shall deliver or cause to be delivered to each employee who receives salary or wages from which deductions are made for the system on the payroll abstract covering the last full pay period ending in December of the preceding year a notice of election that two members are to be elected to the board of directors, each notice to be accompanied by a ballot and two envelopes. Department heads shall mail election material to their employees on approved leave of absence or seasonal layoff during the last full pay period in December of the preceding year and shall certify to the executive director the names of the employees to whom ballots were mailed. The Minnesota State Retirement System shall reimburse the departments for the cost of the postage for the mailing.

**Subp 4 Voting.** Each employee participating in the election shall place the ballots indicating their choice of candidates in the envelope marked "ballots" (upon which there shall be no writing except the printed word "ballots" and the words "insert ballots and seal" on the flap), thereafter seal and place in the envelope, likewise sealed, addressed to Tellers, Minnesota State Retirement System.

The employee shall print or type the employee's name and home address, or place the label provided that contains an election authorization number on the envelope addressed to said tellers, and return it to the office of the system not later than March 1, in each even-numbered year. Ballots in teller envelopes postmarked any time up to midnight on March 1 of each even-numbered year shall be counted, as shall ballots in teller envelopes received at the office of the system by messenger service up to the close of office hours on March 1 of each even-numbered year, or, if March 1 falls on a Saturday or Sunday, postmarked any time up to midnight or received up to the close of office hours on the following Monday of each even-numbered year, provided instructions prescribed have been complied with.

If the ballots are distributed through a department or agency, the heads of departments and agencies shall promptly notify the executive director of the retirement system that notices, ballots, and envelopes have been delivered to the employees as required.

**Subp 5 Verification.** The name and election authorization number shall be checked against a computerized representation of payroll abstracts covering the last full pay period ending in December and a certified listing of those on seasonal layoff or leave of absence, and if the name of the employee on the envelope is found and deductions are taken for the retirement fund which are not deductions in error from the salary of an employee not covered by the system, or if the employee is on approved leave of absence or seasonal layoff during the pay period, the envelope shall be noted as "eligible," and if the name of the employee does not appear thereon, the envelope shall be noted as "not eligible." The envelopes noted as "eligible" shall be placed in one container and those noted as "not eligible" in another. At 8:00 a.m. on the third Thursday in March in even-numbered years, three tellers appointed by the board of directors shall meet and verify the notations on the sealed envelopes addressed to the tellers who shall then remove and set aside the sealed ballot envelopes of those employees verified as eligible to vote.

**Subp 6 Tabulation.** After the verification required in subpart 5 is completed, the envelopes containing the ballots shall be opened and ballots tabulated by the tellers. The two candidates receiving the highest number of votes shall be the elected members of the board of

directors for terms of four years as provided by Minnesota Statutes, section 352 03, subdivision 1 In the case of a tie vote as to any candidates, the election shall be resolved by lot

**Statutory Authority:** *MS s 352 03*

**History:** *18 SR 1223*

#### **7900.0400 RETIRED STATE EMPLOYEE MEMBER.**

*[For text of subs 1 to 3, see M R ]*

Subp 4. **Candidates.** Any eligible retired employee who desires to be a candidate for membership on the board of directors must submit a nominating petition, signed by ten or more eligible retired employees, to the executive director of the system not later than October 1 in each odd-numbered year If the retired employees whose names are filed are eligible to election as members of the board of directors their names shall be printed in alphabetical order upon the ballots sent to retired employees as hereinafter provided.

No nominee may withdraw candidacy after October 15 The name of any eligible retired employee of the system may be written in on the ballot in the space provided for that purpose

Subp 5 **Voting.** By February 5 of each even-numbered year, the executive director shall mail ballots and envelopes to the retired employees eligible to vote. The election material shall be mailed to the last address given to the system by the retired employee unless the retired employee notifies the system in writing by November 1 of a different address to be used for this purpose The name and election authorization number on the envelopes addressed to the tellers shall be checked against the annuity payments for January of each even-numbered year

**Statutory Authority:** *MS s 352 03*

**History:** *18 SR 1223*

#### **7900.1600 ACKNOWLEDGING RECEIPT OF BENEFIT PAYMENTS.**

Written acknowledgment is required not less than annually from the retired or disabled employee that the employee has received the annuity or disability benefit The director shall mail a form at least once each year for acknowledgment of receipt of the check No payment for the following months shall be made until an acknowledgment is on file in the office of the retirement system

**Statutory Authority:** *MS s 352.03*

**History:** *18 SR 1189*