



D A L L A S  
**POLICE & FIRE**  
PENSION SYSTEM



## **TRUSTEE ELECTION PROCEDURES**

As Amended Through February 14, 2019

# DALLAS POLICE AND FIRE PENSION SYSTEM

## TRUSTEE ELECTION PROCEDURES

Adopted January 9, 1997  
As amended through February 14, 2019

### A. Purpose

These procedures provide rules governing the election of Trustees of the Dallas Police and Fire Pension Board (the “Board”). Pursuant to Section 3.01(f) of Article 6243a-1 of the Texas Revised Civil Statutes (“6243a-1”), the Board shall adopt rules that govern Trustee elections. All references in these procedures to sections numbers are to sections of 6243a-1. These procedures apply to the election of Trustees under Section 3.01(b)(2), (3) and (4). These procedures do not apply to the six trustees appointed by the Mayor of the City of Dallas under Section 3.01(b)(1).

### B. Definitions

(Capitalized terms not defined here have the definition set out in Article 6243a-1.)

**Fire Fighter Trustee:** One trustee that is a current or former Fire Fighter.

**Members:** Police Officers or Fire Fighters in Active Service.

**Non-Member Trustee:** Three trustees who cannot be a Member, Pensioner, a current City employee, a person who was formerly a City employee and who has been separated from the City for less than two years prior to becoming a Trustee or a currently elected City official.

**Nominations Committee:** A committee with voting representation from the organizations named in Section 3.011(b)(2) responsible for vetting, selecting and nominating Non-Member Trustee candidates.

**Pensioners:** A former Police Officer or Fire Fighter who is either on a service or disability retirement.

**Police Officer Trustee:** One trustee that is a current or former Police Officer

### C. Eligible voters in a Trustee Election

1. All Members in Active Service are eligible to vote for Non-Member Trustees and the Police Officer Trustee or Fire Fighter Trustee that corresponds with their role as either a Police Officer or Fire Fighter.
2. Pensioners are eligible to vote only for Non-member Trustees.

**D. Eligibility to Serve as a Trustee:**

1. Pursuant to Section 3.01(b-1) all Trustees must have demonstrated financial, accounting, business, investment, budgeting, real estate, or actuarial expertise.
2. There is no residency requirement for Trustees.

**E. Indication of Candidate Interest to serve as a Trustee**

Candidates interested in serving as a Police Officer Trustee, Fire Fighter Trustee or Non-Member Trustee will indicate their interest by completing and submitting a trustee application packet to the Executive Director in the form prescribed by the Executive Director no later than the established application deadline for the specific election. Applications of interest will not be carried over from a prior election.

**F. Number of Candidates on the Ballot and Election Requirements for the Police Officer and Fire Fighter Trustees**

All Police Officer Trustee and Fire Fighter Trustee candidates deemed qualified by the Board will be placed on the ballot in elections when the Police Officer Trustee and/or Fire Fighter Trustee position is being elected. To be elected a Police Officer Trustee or Fire Fighter Trustee a candidate must receive more than 50% of the votes cast. If no candidate earns more than 50% of the votes cast, a runoff election will be held involving the two candidates receiving the highest number of votes. If there is only one qualified candidate for the Police Office Trustee or Fire Fighter Trustee positions, then the Board shall be authorized to declare that the sole qualified candidate as the person selected for such Trustee position and no further electoral action is required.

**G. Number of Candidates on the Ballot and Election Requirements for Non-Member Trustees**

1. The Nominations Committee will vet, select and nominate one candidate for each open Non-Member Trustee position. If the Board determines that there are no qualified Police Officer Trustee or Fire Fighter Trustee candidates the Nominations Committee will vet, select and nominate a Non-Member Trustee to fill the position.
2. Members and Pensioners will vote YES or NO for each candidate placed on the ballot. Each of the candidates will be voted on individually as either a YES or NO vote. To be elected, the candidate must individually receive more YES votes than NO votes. The election will be repeated for individual candidates, if necessary, until the required number of candidates have individually received a majority of YES votes.

### **G. Number of Candidates on the Ballot and Election Requirements for Non-Member Trustees (continued)**

3. Prior to amending any provision of this subsection G, the Board will consult the Nominations Committee for input on any proposed amendment.

### **H. Trustee Terms and Term Limits**

The Police Officer Trustee and Fire Fighter Trustee serve three-year terms with no term limits. The initial term of the Non-member Trustees elected to serve after the effective date of HB 3158 is two-years. Non-member Trustee elected after the initial election will serve three-year terms. The Nominations Committee may alter the two-year and three-year terms for the Police Officer Trustee and Fire Fighters Trustee terms and Non-Member Trustee terms prior to an election. In no event may any Non-Member Trustee serve more than six consecutive years.

### **I. Trustee vacancies**

A Trustee vacancy occurring with nine months or more remaining on the Trustee's term will be filled in the same manner as the process for electing the respective Police Officer Trustee and Fire Fighter Trustee or Non-Member Trustee. The elected trustee will fill the remaining term that was vacated. A Trustee vacancy occurring with less than nine months remaining in the term will remain unfilled until the regular election cycle.

### **J. Scheduling and Conducting the Election**

1. The Executive Director will coordinate the election process and perform the necessary activities related to conducting the election in conformity with the requirements of 6243a-1, including but not limited to the following:
  - Inform the Board of the Trustee of Trustee terms expiring no later than April 15<sup>th</sup> each year.
  - Develop an election schedule for approval by the Board. The schedule must include a minimum of two months for the Nominations Committee to seek candidate interests, vet, select and nominate Non-Member Trustees if Non-Member Trustees terms are being elected.

**J. Scheduling and Conducting the Election (continued)**

- Inform Members and Pensioners of upcoming Trustee elections including the schedule of the election, the Trustee positions up for election, the requirements to serve as a Trustee and instructions on how to submit a candidate interest application.
  - Make the Trustee Election Procedures available to Members and Pensioners.
  - Accept applications and provide information to the Board or the Nominations Committee as applicable.
  - Coordinate the Nominations Committee schedule, meetings and process of vetting, selecting and nominating Non-Member Trustee candidates.
  - Coordinate with the Board to determine if the Police Officer and Fire Fighter Trustee candidates meet the minimum qualifications to serve as a Trustee.
2. The Executive Director will contract with an independent professional election management company to conduct the Trustee election in accordance with the generally accepted principles of elections and secret balloting.
  3. The Executive Director will inform the Board, Nominations Committee, Members and Pensioners of the results of the Trustee elections. Communication to all such parties can be made via email and postings to the DPFP website.

APPROVED on **February 14, 2019** the Board of Trustees of the Dallas Police and Fire Pension System.

/s/ William F. Quinn

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William Quinn  
Chairman

Attested:

/s/ Kelly Gottschalk

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Kelly Gottschalk  
Secretary