



## **PLEASE POST**

DATE: MAY 2018

TO: ALL EMPLOYEES

FROM: WANDA VALENTINE, DEPUTY DIRECTOR, BENEFITS & ADMINISTRATION

SUBJECT: NOMINEE FOR EMPLOYEES' RETIREMENT FUND  
BOARD OF TRUSTEES ELECTION

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 and must be signed by full-time employees (temporary employees' signatures do not count toward the 75 signatures needed).

Place positions on the Board, the corresponding employee groups and departments comprising each group are as follows:

<b>Place 2</b>	<b>EMPLOYEE GROUP B</b>	<b>Fire Department (Civil Service Only)</b>
<b>Place 4</b>	<b>EMPLOYEE GROUP D</b>	<b>Aviation, Code Compliance, Economic Development, IT Solutions, Library, Neighborhood Services, Park &amp; Recreation, Property Management, Public Events, Transportation &amp; Public Works, and Non-Civil Service Employees of the Fire Department</b>

**Trustees for Places 2 and 4 shall be elected in 2018 to serve a term from September 1, 2018 through August 31, 2020.**

**Petition forms and eligibility requirements for Places 2 and 4 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 5 p.m., Friday, June 29, 2018.**

If, however, 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 20, 2018 – AUGUST 15, 2018.**





**NOMINATION PETITION**

**FOR THE FORT WORTH EMPLOYEES' RETIREMENT FUND**

**BOARD OF TRUSTEES**

PETITON TO PLACE \_\_\_\_\_, A CIVIL SERVICE EMPLOYEE OF THE CITY OF FORT WORTH'S **EMPLOYEE GROUP B (CIVIL SERVICE EMPLOYEES OF THE FIRE DEPARTMENT)**, IN NOMINATION TO **PLACE 2** 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 2018. ***THIS COMPLETED PETITION MUST BE RETURNED TO THE RETIREMENT FUND NO LATER THAN JUNE 29, 2018, 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 ON THE BALLOT FOR ELECTION TO THE ABOVE-NAMED BOARD OF TRUSTEES.

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

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

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

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# 2018 Fund Board Elections

In 2018, Places 2 and 4 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 2 is the representative for  
ACTIVE Civil Service Fire 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 fire employee (Place 2) or a general employee in Group D (Place 4) [see Group D department list, right];
- You must get 75 nomination signatures of employees from departments within the Group and Place for which you are running (either Place 2 or 4) on a petition available from the Retirement Fund;
- The nomination petition must be turned into the Retirement Fund no later than 5 p.m., Friday, June 29, 2018.

(Petitions are available at [www.fwretirement.org](http://www.fwretirement.org))

**Place 4 is the representative for  
ACTIVE General Employees in Group D,  
which includes:**

**Aviation  
Code Compliance  
Economic Development  
IT Solutions  
Library  
Neighborhood Services  
Park & Recreation  
Property Management  
Public Events  
Transportation & Public Works  
Non-Civil Service Fire 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 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 & Budget, 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.