

**Election Schedule for Retiree Health Care Trust Fund Board
(May 2024)**

| Schedule Date (s) | Procedures by Retirement Board and Department of Elections |
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| Monday, January 29, 2024 | RHCTF Board declares vacancy will occur. |
| Monday, January 29, 2024 | RHCTF Board approves the election schedule. |
| Tuesday, January 30, 2024 | RHCTF notifies Department of Elections of Board election and proposed timeline. |
| Tuesday, January 30, 2024 | Retiree Health Care Trust Fund notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates. |
| Wednesday, January 31 through Friday, March 1, 2024 | Period during which nominations for the election must be submitted to the RHCTF. |
| Friday, March 8, 2024 | Deadline for Retiree Health Care Trust Fund Board Administrator to provide completed nomination forms to Department of Elections. The Retiree Health Care Trust Fund Board shall furnish the Department of Elections with the names of the eligible nominees at least 35 days prior to the First Voting Day. Upon request by the Retiree Health Care Trust Fund Board, the City's Health Service System shall provide all information to the Department of Elections necessary to conduct the Retiree Health Care Trust Fund Board nomination and election process including, but not limited to, information regarding voter lists, voter contact information and Health Service System membership status. |
| Friday, April 5, 2024 | Deadline for nominees to submit Candidate Intention Statement and required disclosures (Form 700). |
| Friday, April 5, 2024 | RHCTF notifies Department of Elections of the eligible nominees to be placed on the ballot as Candidates. |
| Friday, April 5, 2024 | Health Service System furnishes Department of Elections with a list of the active and retired members of the Health Service System eligible to vote in the election. |
| Friday, April 15, 2024 | Candidate orientation session conducted by DOE/RHCTF. |
| Wednesday, April 18, 2024 | Candidates' Qualification Statements due to Department Elections. |

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| Friday, April 19, 2024 | Department of Elections sends written instructions to departments on election procedures. |
| Monday, April 22 and Tuesday, April 23, 2024 | Department of Elections to allow Candidates to review and correct typeset Statements. |
| Friday, April 26, 2024 | Department of Elections to select order of Candidates names on ballot by lot at 12:00 on April 26, 2024 |
| Friday, May 3, 2024 | Candidates may request mailing labels from RHCTF. |
| Friday, May 3, 2024 | Department of Elections mails ballots to active, retired members and eligible surviving spouses and domestic partners. |
| Tuesday, May 7, 2024 | Health Service System furnishes Department of Elections with supplemental voting list of both added active and retired eligible voters. |
| Friday, May 10, 2024 | Department of Elections to release supplemental mailing labels to designated vendor. |
| Monday, May 13, 2024 through Tuesday, May 28, 2024 | Official election dates set by the Retiree Health Care Trust Fund Board |
| Wednesday, May 29, 2024 | Department of Elections count ballots |
| Friday, May 31, 2024 | By this date, Department of Elections counts all ballots that are properly marked, signed and delivered, and certifies the name of person receiving largest number of voters. |
| Monday, June 3, 2024 | The Retiree Health Care Trust Fund Board Secretary shall attest to the Department of Elections that there is one retired member trustee and one active member trustee candidate to fill the two elected Retiree Health Care Trust Fund Board positions |
| Wednesday, June 12, 2024 | Elected members take their seats on the Retiree Health Care Trust Fund Board for full five-year term |