

	Original Effective Date: June 11, 2024
	Revised: June 11, 2024
	Approved by Board: June 11, 2024
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Election Subcommittee Charter	

PURPOSE

The Election Subcommittee (“Committee”) is appointed by the Board of Trustees (“Board”) of the North Dakota Public Employees Retirement System (“Agency”) to provide oversight of the election process whenever a vacancy occurs, or term is expiring, of an elected member of the Board. Oversight includes ensuring the election rules are followed, counting ballots, and reporting election results to the full Board.

STRUCTURE

The Committee will consist of three members appointed by the Board at the February meeting leading up to an election to serve until the retirement board meeting for the following February. The Board is also responsible for appointing a Committee Chair.

MEETINGS

The Committee will meet to validate the nomination petitions received and approve names to be placed on the election ballot. The committee will again meet to canvass ballots once the election period has closed. Members of the Committee will be compensated for attendance at Committee meetings in accordance with NDPERS’ policy for compensation in effect at the time for Board members.

DUTIES AND RESPONSIBILITIES

The Committee will carry out the following responsibilities:

- 1) **Election Oversight:**
 - a. Ensure administrative code ([Chapter 71-01-02](#)) has properly been followed in the election process.
- 2) **Other Responsibilities:**
 - a. Validate nomination petitions and approve names to be placed on the election ballot.
 - b. Canvass the ballots at the end of the election period.
 - c. Report election results to the full Board.