

CHAPTER 6

STATE OFFICERS; NOMINATION AND ELECTION PROCEDURE

Section 1. Duties of Elected Officers

A. President. The President is the chief executive officer of Kentucky Public Retirees and is responsible for overall leadership. The President:

a) Shall preside over all meetings of the Board, the Executive Committee, the Annual Meeting, and special meetings.

b) Shall, with Board approval, appoint:

-- An Assistant Treasurer, with input from the Treasurer.

-- Two Chapter Presidents to serve on the Executive Committee.

-- One Director at Large to serve on the Board of Directors and the Executive Committee.

-- Standing committee chairs and members as indicated.

-- A Nominating Committee.

-- An Election Committee.

-- At-large Board members of unrepresented retirement systems.

-- The KPR Registered Agent, or confirm the Treasurer for this role.

-- A Foundation Awards Special Committee.

-- Other special committees as the need arises.

-- An individual to be responsible for the KPR State Email Bulletin System.

-- An Alternate designee for the KPR State Email Bulletin System.

-- Other coordinators and designees as provided in the Bylaws and Policies and Procedures and as needed.

c) May, with Board approval appoint:

-- A Historian.

-- A Parliamentarian.

d) Shall be ex officio a member of all committees except the Nominating Committee and the Election Committee.

e) Shall file the President's reports to the Kentucky Legislative Ethics Commission.

f) Shall perform other duties and functions as provided in the Bylaws and Policies and Procedures and as assigned by the Board.

B. The Vice President shall:

a) Exercise all functions of the President's office in the absence of the President.

b) Succeed to the office if it becomes vacant.

c) Attend all Annual, special, Board, and Executive Committee meetings.

d) Perform other duties and functions as provided in the Bylaws and Policies and Procedures and as assigned by the Board.

C. The Secretary:

a) Shall keep records and handle correspondence and other writing tasks for KPR.

- 48 b) Shall record and produce minutes of all Annual, special, Board, and Executive
Committee meetings.
- 50 c) Shall produce interim minutes of Board and Executive Committee action taken by
52 E-mail or other types of electronic media and ensure that the minutes are attached to
the minutes of the Board meeting at which they are presented for ratification.
- d) Shall send copies of all minutes to Board members.
- 54 e) Shall send all official documents—including minutes of all meetings, reports,
56 correspondence, and other records—to the Administrative Manager for KPR's official
repository on a continuing basis.
- f) Shall work with the Administrative Manager to ensure that revised replacement pages
58 and notification of pen-and-ink changes are released as appropriate.
- g) Shall work with the webmaster to ensure that the Policies and Procedures Manual is
60 maintained and updated on the website in a timely manner.
- h) Shall keep records easily accessible and transfer all files to his/her successor in a
62 timely manner.
- i) May write a narrative history of KPR's activities during her/his term of office.
- 64 j) Shall attend all Annual, special, Board, and Executive Committee meetings.
- k) Shall perform other duties and functions as provided in the Bylaws and Policies and
66 Procedures and as assigned by the Board.

68 D. The Treasurer is the financial officer of KPR. The Treasurer shall:

- 70 a) Process invoices for payment and prepare checks. Examine all invoices for payment
72 to ensure they are authorized, accurate, and documented before a check is issued. All
invoices for credit card purchases must be signed by the person purchasing the item.
Immediately after writing the checks, the Treasurer posts all checks to the accounting
records by type of expense (travel, postage, etc.).
- 74 b) Remit dues to the Local Chapters quarterly (monthly for January, February, and
March), based on information received from the Administrative Manager.
- 76 c) Co-sign, with the Assistant Treasurer, checks issued against KPR accounts. The
Administrative Manager is not authorized to sign checks.
- 78 d) Maintain financial information and produce quarterly reports, including a budget
report, a balance sheet, an income statement, and other reports, for distribution at each
80 Board meeting and Annual Meeting and as requested by the President or the Board.
- e) Receive bank statements; review and reconcile all transactions.
- 82 f) Work with the Administrative Manager to carry out fiscal policies and procedures
approved by the Board.
- 84 g) Jointly with the Administrative Manager, ensure that an adequate system is established
86 for receiving, accounting for, and depositing all dues and other income within ten (10)
working days.

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- 94 h) Ensure that financial records pertaining to the office of Treasurer create an acceptable
audit trail for an annual audit/review as specified in the chapter on audit procedures
96 and that they are open for audit at any time, and, immediately after the close of the fiscal
year, submit financial records to the SAC as provided in the chapter on audit procedures.
- 98 i) Prepare an annual budget as specified in the chapter on state administration and
operation, for approval by the Board at its December quarterly meeting.
- 100 j) Prepare and distribute 1099 forms to contract employees by January 30 of each year.
- 102 k) Monitor expenditures by budget category and inform the President when expenses
approach the amount approved by the Board.
- 104 l) Prepare and submit these reports:
-- 1096 form transmitting 1099 forms for contract employees, due to the Federal
Government by February 28 each year.
-- 990-EZ form, due to the Federal Government by May 15 each year.
106 -- Annual Report to the Secretary of State, due June 30 each year, in accordance with
information on file in the Administrative Manager's office.
- 108 m) Prepare and submit to the Kentucky Legislative Ethics Commission the "Initial
Legislative Agent/Employer Registration Statement" and fee, in accordance with
110 Chapter 8, Section 5. A. of this Manual.
- 112 n) Attend all Annual, special, Board, and Executive Committee meetings.
- 114 o) On a continuing, timely basis, provide the appropriate documents and records to the
repository in the Administrative Manager's office, in accordance with the retention and
disposal schedule, maintaining copies of the documents to pass on to her/his successor.
- 116 p) Perform other duties and functions as provided in the Bylaws and Policies and
Procedures and as assigned by the Board.
- 118 q) Transfer files to her/his successor.

118 Section 2. Duties of State Appointed Officers

120 The appointed officers may include an Assistant Treasurer, a Historian, and/or a Parliamentarian.

122 A. Assistant Treasurer. The Assistant Treasurer shall:

- 124 a) Exercise all functions of the Treasurer's office in the absence of the Treasurer.
- 126 b) Co-sign checks issued against KPR accounts.
- 128 c) Attend all Annual, special, Board, and Executive Committee meetings.
- d) Perform other duties and functions as provided in the Bylaws and Policies and
Procedures and as assigned by the Board.

130 B. Historian. The Historian shall prepare a narrative account of KPR's activities during 132 his/her term of office, which, when approved by the Board, will become a permanent part of KPR's official history. This duty may be carried out by the Secretary.

C. The Parliamentarian shall:

- 140 a) Serve as a consultant who advises the President and other officers, committees,
and members on matters of parliamentary procedure.
- 142 b) Upon request, assist in the planning and facilitating of business to be introduced.

144 Section 3. Nomination and Election Procedure

146 A. Nominating Committee

- 148 1) The Chair shall preside over the Committee's activities for nominating a slate of
new State Officers.
- 150 2) The Chair shall discuss with Committee members the nominees needed for State
office and duties of the officers.
- 152 3) The Committee shall identify, secure consent from, and obtain biographical
information from, members in good standing to be candidates for office.
- 154 4) The Committee shall present the slate to the Board for approval at its March meeting.
- 156 5) The Chair shall provide biographical information to the Administrative Manager,
who will prepare the ballot for mailing.

B. Ballot Format and Return

- 158 1) In even-numbered years by a date designated by the Administrative Manager to
allow for processing, a ballot shall be mailed to all members of record by U. S. Postal
160 Service.
- 162 2) The ballot shall be designed to include this information for each office to be filled:
name of nominee, a résumé, a space to mark a vote, space for a write-in vote, and the
164 address to which the completed ballot is to be returned. The Board may adopt a policy
to validate and certify ballots; e.g., signature on the ballots, or numbered ballots.
- 166 3) The Administrative Manager shall designate the date by which the completed
ballot must be received to allow for counting.

168 C. Vote Count and Certification; Declaration of Election; Disposition of Related Documents

- 170 1) The Administrative Manager shall count the ballots and provide the results and the
ballots to the Election Committee.
- 172 2) The Election Committee shall count the ballots and, in conjunction with the
Administrative Manager, reconcile the results with those provided by the
Administrative Manager.
- 174 3) At the Annual Meeting, at a time designated by the President, the Election Committee
Chair, another member of the Committee, or the Secretary shall announce the results
176 of the election.
- 178 4) The President shall declare the nominees elected and administer the oath of office to
them.
- 180 5) At the close of the Annual Meeting, all ballots, working papers, and the official report
of the election shall be returned to the Administrative Manager, who shall retain them
182 in the official file for three (3) months. At the end of the three-month period, the
Administrative Manager shall destroy the ballots and all related documents.