

## CHAPTER 6

### STATE OFFICERS; NOMINATION AND ELECTION PROCEDURE

#### 2 Section 1. Duties of Elected Officers

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

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

10 b) Shall, with Board approval, appoint:

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

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

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

-- Standing committee chairs and members as indicated.

16 -- A Nominating Committee.

-- An Election Committee.

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

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

20 -- A Foundation Awards Special Committee.

-- Other special committees as the need arises.

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

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

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

26 c) May, with Board approval appoint:

-- A Historian.

28 -- A Parliamentarian.

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

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

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

36 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.

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

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

42 C. The Secretary:

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

44 b) Shall record and produce minutes of all Annual, special, Board, and Executive Committee meetings.

46 c) Shall produce interim minutes of Board and Executive Committee action taken by

- 48 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.
- 49 d) Shall send copies of all minutes to Board members.
  - 50 e) Shall send all official documents—including minutes of all meetings, reports,  
51 correspondence, and other records—to the Administrative Manager for KPR's official  
52 repository on a continuing basis.
  - 53 f) Shall work with the Administrative Manager to ensure that revised replacement pages  
54 and notification of pen-and-ink changes are released as appropriate.
  - 55 g) Shall work with the webmaster to ensure that the Policies and Procedures Manual is  
56 maintained and updated on the website in a timely manner.
  - 57 h) Shall keep records easily accessible and transfer all files to his/her successor in a  
58 timely manner.
  - 59 i) May write a narrative history of KPR's activities during her/his term of office.
  - 60 j) Shall attend all Annual, special, Board, and Executive Committee meetings.
  - 61 k) Shall perform other duties and functions as provided in the Bylaws and Policies and  
62 Procedures and as assigned by the Board.
- 63
- 64 D. The Treasurer is the financial officer of KPR. The Treasurer shall:
- 65 a) Process invoices for payment and prepare checks. Examine all invoices for payment  
66 to ensure they are authorized, accurate, and documented before a check is issued. All  
67 invoices for credit card purchases must be signed by the person purchasing the item.  
68 Immediately after writing the checks, the Treasurer posts all checks to the accounting  
69 records by type of expense (travel, postage, etc.).
  - 70 b) Remit dues to the Local Chapters quarterly (monthly for January, February, and  
71 March), based on information received from the Administrative Manager.
  - 72 c) Co-sign, with the Assistant Treasurer, checks issued against KPR accounts. The  
73 Administrative Manager is not authorized to sign checks.
  - 74 d) Maintain financial information and produce quarterly reports, including a budget  
75 report, a balance sheet, an income statement, and other reports, for distribution at each  
76 Board meeting and Annual Meeting and as requested by the President or the Board.
  - 77 e) Receive bank statements; review and reconcile all transactions.
  - 78 f) Work with the Administrative Manager to carry out fiscal policies and procedures  
79 approved by the Board.
  - 80 g) Jointly with the Administrative Manager, ensure that an adequate system is established  
81 for receiving, accounting for, and depositing all dues and other income within ten (10)  
82 working days.
  - 83 h) Ensure that financial records pertaining to the office of Treasurer create an acceptable  
84 audit trail for an annual audit/review as specified in the chapter on audit procedures  
85 and that they are open for audit at any time, and, immediately after the close of the fiscal  
86 year, submit financial records to the SAC as provided in the chapter on audit procedures.
  - 87 i) Prepare an annual budget as specified in the chapter on state administration and  
88 operation, for approval by the Board at its December quarterly meeting.
  - 89 j) Prepare and distribute 1099 forms to contract employees by January 30 of each year.
  - 90 k) Monitor expenditures by budget category and inform the President when expenses  
approach the amount approved by the Board.

- 92 l) Prepare and submit these reports:  
94 -- 1096 form transmitting 1099 forms for contract employees, due to the Federal  
94 Government by February 28 each year.  
96 -- 990-EZ form, due to the Federal Government by May 15 each year.  
96 -- Annual Report to the Secretary of State, due June 30 each year, in accordance with  
98 information on file in the Administrative Manager's office.  
98 m) Prepare and submit to the Kentucky Legislative Ethics Commission the "Initial  
100 Legislative Agent/Employer Registration Statement" and fee, in accordance with  
100 Chapter 8, Section 5. A. of this Manual.  
102 n) Attend all Annual, special, Board, and Executive Committee meetings.  
102 o) On a continuing, timely basis, provide the appropriate documents and records to the  
104 repository in the Administrative Manager's office, in accordance with the retention and  
104 disposal schedule, maintaining copies of the documents to pass on to her/his successor.  
106 p) Perform other duties and functions as provided in the Bylaws and Policies and  
106 Procedures and as assigned by the Board.  
108 q) Transfer files to her/his successor.

## 108 Section 2. Duties of State Appointed Officers

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

- 112 A. Assistant Treasurer. The Assistant Treasurer shall:
- 114 a) Exercise all functions of the Treasurer's office in the absence of the Treasurer.  
114 b) Co-sign checks issued against KPR accounts.  
116 c) Attend all Annual, special, Board, and Executive Committee meetings.  
116 d) Perform other duties and functions as provided in the Bylaws and Policies and  
118 Procedures and as assigned by the Board.
- 120 B. Historian. The Historian shall prepare a narrative account of KPR's activities during  
122 his/her term of office, which, when approved by the Board, will become a permanent  
122 part of KPR's official history. This duty may be carried out by the Secretary.
- 124 C. The Parliamentarian shall:
- 126 a) Serve as a consultant who advises the President and other officers, committees,  
126 and members on matters of parliamentary procedure.  
128 b) Upon request, assist in the planning and facilitating of business to be introduced.

## 130 Section 3. Nomination and Election Procedure

- 130 A. Nominating Committee
- 132 1) The Chair shall preside over the Committee's activities for nominating a slate of  
132 new State Officers.  
134 2) The Chair shall discuss with Committee members the nominees needed for State  
134 office and duties of the officers.  
136 3) The Committee shall identify, secure consent from, and obtain biographical  
136 information from, members in good standing to be candidates for office.

- 138 4) The Committee shall present the slate to the Board for approval at its March meeting.  
140 5) The Chair shall provide biographical information to the Administrative Manager,  
who will prepare the ballot for mailing.

142 B. Ballot Format and Return

- 144 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  
Service.  
146 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  
148 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.  
150 3) The Administrative Manager shall designate the date by which the completed  
ballot must be received to allow for counting.

152

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

- 154 1) The Administrative Manager shall count the ballots and provide the results and the  
ballots to the Election Committee.  
156 2) The Election Committee shall count the ballots and, in conjunction with the  
Administrative Manager, reconcile the results with those provided by the  
158 Administrative Manager.  
160 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  
of the election.  
162 4) The President shall declare the nominees elected and administer the oath of office to  
them.  
164 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  
166 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.