



BOB RILEY
Governor

JAMES ALLEN MAIN
Director of Finance

STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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ROBERT L. CHILDREE
State Comptroller

April 16, 2009

MEMORANDUM

TO: DEPARTMENT HEADS AND DEPARTMENTAL PAYROLL CLERKS

FROM: Robert L. Childree *RLC*
State Comptroller

RE: State Personnel Board Classified Employee Position Special Election
Term of Office: February 1, 2007 – January 31, 2013

Section 36-26-5, Code of Alabama 1975, as amended, requires the State Comptroller to conduct an election to fill a classified employee vacancy on the State Personnel Board. A special election must be held to fill the position presently held by Joyce P. O'Neal who will retire May 1, 2009. The term will expire January 31, 2013.

NOTICE OF INTENT TO RUN

Classified employees desiring to run for this position must file with this office a notice of their intent to run. This notice should be a memorandum and must contain:

- 1) Employee's name,
- 2) Social security number,
- 3) Department, and
- 4) Signature.

This notice **must be received by the Comptroller** no later than **Friday, May 29, 2009 at 5 PM**. Please note this deadline will be strictly enforced. It is the employee's responsibility to verify delivery and receipt by the Comptroller's Office. Completed notices must be sent or delivered to:

Teresa Huggins
Comptroller's Office
Room 282 RSA Union Building
100 N. Union St.
Montgomery, Alabama 36130

A message will be printed on the stubs of the salary warrants for paydays April 16 and May 1, 2009 advising employees of the right to run. However, you are also requested to notify employees in your department of the election and the procedures to be followed.

VOTING

Only full-time employees may vote. The payroll clerk is responsible for distributing the ballots only to those employees who are eligible to vote. The number of ballots supplied to the payroll clerks will be based on a listing of each agency's full-time employees as of payday May 29, 2009 and should be distributed accordingly. Additional ballots will only be furnished if reasonable justification can be made.

BALLOT DISTRIBUTION

On Tuesday, June 9, 2009, the ballots will be placed in the agency boxes in the Agency Distribution Section located in Room 268 of the RSA Union Building. If your agency does not have a box, your ballots will be sent to you by first class mail on Wednesday, June 10, 2009.

Ballots must be distributed by the departmental payroll clerk with the salary warrants on June 16, 2009. The payroll clerk must return the ballots to Room 282, RSA Union Building **no later than June 23, 2009 at 5:00 PM. However, payroll clerks are urged to return any completed ballots as soon as possible to expedite voting tabulation. For those departments with offices scattered throughout the state, you may direct employees to return the ballots directly to this office. Due to the volume of ballots to be processed and counted, ballots must not be folded more than once nor should they be taped or stapled. **Reproduced ballots will not be accepted.****

RUN-OFF ELECTION

Should a run-off election be necessary, the ballots will be placed in the agency boxes or they will be mailed on Thursday, July 9, 2009. Ballots must be distributed with salary warrants on July 16, 2009 and must be received by the Comptroller's Office no later than July 23, 2009 at 5 PM.

CONTACT

If you have any questions, please contact Teresa Huggins at (334) 242-7051.

RLC/th