



BOB RILEY
Governor

DRAYTON NABERS, JR
Director of Finance

STATE OF ALABAMA
DEPARTMENT OF FINANCE
OFFICE OF THE STATE COMPTROLLER

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ROBERT L. CHILDREE
State Comptroller

June 5, 2003

MEMORANDUM

TO: DEPARTMENT HEADS AND DEPARTMENTAL PAYROLL CLERKS

FROM: Robert L. Childree
State Comptroller

RE: Employees' Retirement System Board of Control Position No. 2 Election
Term of Office: October 1, 2003 through September 30, 2007

Section 36-27-23, Code of Alabama 1975, as amended, requires the State Comptroller to conduct an election to fill an employee vacancy on the Employees' Retirement System Board of Control. Therefore, an election will be held to fill Position No.2, presently held by Alice Thornton whose term expires September 30, 2003.

NOTICE OF INTENT TO RUN

Employees who are "**vested**" members of the Employees' Retirement System 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 July 25, 2003, at 5 p.m. Please note this deadline will be strictly enforced. Faxed notices will not be accepted. It is the employee's responsibility to verify delivery and receipt by the Comptroller. Completed notices must be sent or delivered to:

Robert L. Childree, State Comptroller

ATTN: Teresa Huggins, Payroll Division
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 June 27, 2003 and July 11, 2003 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 participating, full-time employees who are members of the Employees' Retirement System may vote. Employees who are members of the Teachers' or Judicial Retirement Systems are not eligible to vote in this election. 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 total of the agency's eligible employees as of payday July 25, 2003, and should be distributed accordingly. A ballot register of eligible employees will be provided in addition to the ballots. Additional ballots will only be furnished if written justification can be made.

BALLOT DISTRIBUTION

On Monday, August 4, 2003, the ballots will be placed in the agency boxes in the Agency Distribution Section located in Room 266 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 Monday, August 4, 2003.

Ballots must be distributed by the departmental payroll clerk with the salary warrants on August 8, 2003. The payroll clerk must return the ballots to Room 282, RSA Union Building not later than August 15, 2003 at 5:00 p.m. However, payroll clerks are urged to return any completed ballots to the Comptroller 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 Tuesday, September 2, 2003. **Ballots must be distributed with salary warrants on September 5, 2003 and must be returned to the Comptroller no later than September 12, 2003 at 5 p.m.**

CONTACT

If you have any questions, please contact Teresa Huggins at (334) 242-2185.

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