



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

May 31, 2007

**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, 2007 through September 30, 2011

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, 2007.

**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 31, 2007, 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: Betty Smith, 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/advices for paydays June 29, 2007 and July 16, 2007 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 August 1, 2007, 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 Thursday, August 9, 2007, 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 Thursday, August 9, 2007.

**Ballots must be distributed by the departmental payroll clerk with the salary warrants on Thursday, August 16, 2007. The payroll clerk must return the ballots to Room 282, RSA Union Building not later than Thursday, August 23, 2007 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 September 10, 2007. **Ballots must be distributed with salary warrants on September, 14, 2007 and must be returned to the Comptroller no later than September 21, 2007 at 5 p.m.**

## **CONTACT**

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

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