



## **BOD Election Process**

### **The Candidates**

1. Candidates must be an elected official of the member's governing body and the named member representative to the Michigan Township Participating Plan.
2. Candidates for election to the board must be nominated by elected officials of a Par Plan member unit. Incumbent directors seeking reelection must also submit a completed nomination form or submit written notification to the election committee stating their intent by the nomination deadline.
3. A resolution establishing that the candidate is a Par-Plan member representative, must accompany the nomination form.
4. All candidates must complete and submit a Par-Plan conflict disclosure statement, prior to their names being placed on the annual ballot. Blank disclosure statements will be mailed with the nomination ballots and must be completed and returned with the nomination ballots.
5. The following four items will deem a candidate ineligible for election to the Board of Directors:
  - A. The candidate sits on the board of directors of a company which directly competes with the Par-Plan, or any of its affiliated companies.
  - B. The candidate sells or provides a product which directly competes on the open market with products provided by the Par-Plan, or its affiliates.
  - C. The candidate is employed, either directly or contractually, by the Par-Plan, or one of its contracted service providers.
  - D. The candidate fails to complete a conflict disclosure statement.
7. The determination of ineligibility of a candidate based on the above four exceptions, shall be the sole and final decision of the election committee based on discussions with corporate counsel. Any determination of ineligibility due to conflict of interest shall be documented and immediately reported to corporate counsel, the Par-Plan Administrator, and to the Chairman of the Michigan Township Participating Plan Board of Directors.

## **The Election**

1. Nomination ballots and blank conflict disclosure statements shall be mailed to the Par-Plan members on March 6, 2020.
2. Nomination ballots and completed conflict disclosure statements shall be postmarked and returned to the Par-Plan office no later than Monday April 20, 2020. The conflict disclosure statement must be completed and signed by the candidate being nominated.
3. The election committee shall convene to validate the nominations on Monday April 27, 2020.
4. Voter ballots, with pertinent candidate disclosure statements, as determined by the election committee, shall be mailed to the Par-Plan members on Thursday May 21, 2020.
5. Voter ballots must be returned to the Par-Plan office, postmarked no later than June 19, 2020.
6. The election committee shall reconvene to count ballots and validate the election winners after the 25<sup>th</sup> of June, but before the first day of July of each year.
7. The committee, or a Par-Plan corporate administrator, shall notify the candidates of the election results immediately upon validation of the election and those directors-elect shall begin serving their three-year terms of office on July 1.