

To: Members of the 911 Telecommunicators Pension Benefit Working Group

From: Chad Burkitt, Analyst

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## Election of a Chairperson of the 911 Telecommunicators Pension Benefit Working Group

The session law that establishes the 911 Telecommunicators Pension Benefit Working Group requires the Working Group to elect a chairperson (chair) at its first meeting.<sup>1</sup> The chair must be a member of the Working Group and any member is eligible to be the chair. Susan Lenczewski and I are not members of the Working Group but will assist the Working Group and chair. This memo provides an outline of the duties of the chair and a description of the nomination and election process.

### Duties and Responsibilities of the Chair

The chair will be responsible for running the meetings of the Working Group, directing, and approving its agendas, assisting with preparation of the Group's report, and may be asked to present the recommendation of the working group at a meeting of the Legislative Commission on Pensions and Retirement (LCPR). A person accepting a nomination to be the chair of the working group should feel comfortable with performing these duties.

The LCPR staff will assist the chair by producing agendas, setting up and scheduling meetings, providing advice on conducting meetings, researching, and reporting on information needed for the Working Group to complete the duties required by the session law, and drafting the Group's report.

### Nomination and Election Process

At the first meeting of the Working Group, I will ask for nominations to serve as chair of the Working Group.

- Any member can nominate themselves or another member.
- Nominations must be seconded.
- Once nominations are closed, if only one person is nominated, the group will proceed to a motion to elect the nominee to be the chair by a roll call vote of "aye", "nay" or "abstain".
- If more than one person is nominated, there will be a roll call vote of the members, in which each member will verbally announce the member's choice to serve as chair.
- To be elected chair, the nominee must receive affirmative votes by at least a simple majority of the members present at the meeting.

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<sup>1</sup> "At the first meeting, the members must elect a chair." Laws 2021, Ch. 22, Art. 9, Sec. 1, Subd. 3.

## **Transfer to Newly Elected Chair**

Immediately following the election, I will transfer chairing the meeting to the newly elected chair, who will work through the agenda that we've prepared for the rest of the first meeting.

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