



Date: October 1, 2018
To: Retired Plan Members
From: Manchester Employees' Contributory Retirement System

The Manchester Employees' Contributory Retirement System will be holding an election for the **Citizen Representative** to serve on the Retirement Board for a period of 3 years, commencing on January 2, 2019, and a special election to fill a vacant position for the **Employee Representative** for a period of 1 year, also commencing on January 2, 2019.

Anyone wishing to run for Citizen Representative can obtain a nomination form at the Retirement Office located at 1045 Elm Street, Suite 403. Nomination forms are due back to the Retirement Office no later than Wednesday, October 10, 2018.

To run for citizen representative you must meet the following qualifications:

- you must be a resident of Manchester, NH
- you cannot be an officer or employee of the City, or be a member of any City Commission

Anyone who is nominated for citizen representative must file an Assent to Candidacy form at the City Clerk's Office during the filing period of October 22 – 26, 2018.

Candidates wishing to run for the remaining 1 year term of the Employee Representative must file a Declaration of Candidacy form at the City Clerk's office during the filing period of October 22 – October 26, 2018.

Identities of the candidates who will appear on the election ballot will be available on Monday, October 29, 2018. Please call the Retirement Office at 603-624-6506 or check our website at <https://www.ManchesterRetirement.org/news.asp> for the names of the candidates who will appear on the ballot.

The election will be held Thursday, December 13, 2018 from 10:00 am to 6:00 pm. Retirees will vote at the JFK Coliseum warm-up room on the Beech Street side of the building. ***Please note that beneficiaries of deceased members are not eligible to vote in retirement board elections.***

**Any member who is absent from the City of Manchester on election day, or who cannot appear in public on election day because of religious observance, or who is unable to vote in person by reason of physical disability may vote by absentee ballot. Please contact the City Clerk's Office at 603-624-6455 for an application to vote absentee.