

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

PENSION/BOARD ELECTIONS

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POLICY

When a vacancy occurs, or a term expires on the Firefighter's Pension Board, the Fire Chief or an assigned designee shall hold nominations and an election for that vacancy. These nominations and elections shall be governed by this procedure.

NOMINATIONS

Any active Department member may nominate any other active member of the Department who is a participant of the Firefighter's Pension Fund, as defined under Article 4, Chapter 5, Title 38 of the Arizona Revised Statute.

Members wishing to place their own name in nomination for the Pension Board shall make notification to the Administrative Office of the Fire Chief. They should actively contact any fire station or Fire Department work area to communicate their desire to occupy the office they seek. This campaigning must be done during the campaigner's off-duty hours.

All names received by the Fire Chief's Office will be printed alphabetically on a nominating list and attached to the ballot boxes. Nominations will not be limited to these names; any eligible Department member may place his/her name by a write-in on the nomination list.

In order to insure that all members have an opportunity to nominate any member of their choice, locked ballot boxes will be made available to all stations and work locations on A, B, C and D shifts. The ballot boxes will be made available to all on duty members by their respective battalion chief. A Union member appointed by Local #493 who is assigned to that respective Battalion/Shift will accompany the ballot boxes. Ballot box distributors must not engage in any conversation concerning the candidates who are seeking the nomination. As each member votes, they will log their name onto a sign-in sheet which will be placed in the ballot box. This count will be compared to the ballots cast upon completion. No members nominated through the Fire Chief's Office may accompany the balloting process.

Staff ballot boxes will be carried by a designee of the Fire Chief and a member appointed by Local #493 to each work location. As each member votes, they will log their name

onto a sign-in sheet which will be placed in the ballot box. This will provide for a count and record of members voting. This count will be compared to the ballots cast upon completion.

After the ballot boxes have been made available to all on duty members and work locations, they will be returned to the Fire Chief's Office where they shall be unlocked and the nominating ballots counted in the presence of members of the Fire Chief's staff and Local #493.

If any member receives 50% plus one vote of all the nominating ballots cast, that member shall be declared the winner and another election need not be held.

RUN OFF ELECTION

If no member receives a majority of 50 % plus one vote of all nominations cast, a run off election will be held between the two candidates receiving the most nominations. If tied, selection will be determined by a coin toss.