

IFB 2025-04  
Election Services for the Board of Trustees 2025

Administrative Attachments

IFB File Type	Description	
Administrative	HAR TITLE 6 Chapter_24 ERS BOT ELECTIONS	
Administrative	Trustee_Election_Address_File_Format_2025 Vendor	
Administrative	Attachment SAMPLE_ENVELOPE	
Administrative	Attachment SAMPLE_BALLOT	

HAWAII ADMINISTRATIVE RULES

TITLE 6

DEPARTMENT OF BUDGET AND FINANCE

EMPLOYEES' RETIREMENT SYSTEM

CHAPTER 24

ELECTION OF MEMBERS AND RETIRANT OF THE SYSTEM  
TO THE BOARD OF TRUSTEES

- §6-24-1 Definitions
- §6-24-2 Candidates proposed by employee  
organizations or retirant organizations
- §6-24-3 Other candidates
- §6-24-4 Contents of ballots
- §6-24-4.01 Electronic voting authorized
- §6-24-5 Mailing of ballots
- §6-24-6 Return of ballots
- §6-24-7 Non-receipt of ballots; spoiled ballots;  
new ballots
- §6-24-8 Election committee
- §6-24-9 Opening and tallying of ballots
- §6-24-10 Declaration of election
- §6-24-11 Ballots to be held for thirty days
- §6-24-12 Computation of time

Historical Note: This chapter is based substantially on Rules covering the Election of Members of the System to the Board of Trustees. [Eff 11/5/71; am 5/26/77; R 11/9/81]

§6-24-1 Definitions. Definitions generally applicable to this chapter are also provided in section 88-21, HRS, and section 6-20-1. As used in this chapter:

"Employee organization" means an organization classified as an employee organization under section 89-2, HRS.

"General employee" means a member who is an employee of the State or a county, including police officers and firefighters but excluding teachers.

"General employee organization" means an organization which is comprised principally of members who are general employees.

"General employee-trustee" means a trustee who is classified as a general employee.

"Retirant organization" means an organization which is comprised principally of retirants.

"Retirant-trustee" means a trustee who is included in the definition of a retirant.

"Teacher" means a member classified as a teacher under section 88-102, HRS; a teacher or an educational officer certified as a teacher by the department of education, and includes a dean, professor, instructor, and lecturer of the University of Hawaii and the community college system.

"Teacher-trustee" means a trustee who is included in the definition of a teacher. [Eff 11/9/81; am and comp 2/9/89; am and comp 7/10/95; am and comp NOV 26 2009] (Auth: HRS §§88-24, 88-28)  
(Imp: HRS §88-24)

§6-24-2 Candidates proposed by employee organizations or retirant organizations. (a) Each of the general employee organizations, if the election is for a general employee-trustee; each of the teacher organizations, if the election is for a teacher-trustee; the above mentioned organizations and retirant organizations, if the election is for a retirant-trustee; shall be invited to submit a list of candidates whose names the organization desires to have on the ballot, together with brief resumes of their qualifications. The resume of each candidate shall contain not more than one hundred words, inclusive of the candidate's name.

(b) The list of candidates must be received by the system at its Honolulu office, by 4:30 p.m., no later than sixty days from the date the system posts or circulates the notice to submit a list of candidates. Any list of candidates received after the sixtieth day shall not be considered. [Eff 11/9/81; am and comp 2/9/89; am and comp 7/10/95; am and comp NOV 26 2009] (Auth: HRS §§88-24, 88-28)  
(Imp: HRS §88-24)

§6-24-3 Other candidates. Any member or retirant who has not been proposed as a candidate by an employee

or retirant organization, as the case may be, and who desires to be a candidate for election to the board may have the member's or retirant's name placed on the ballot by submitting a petition to the board, if the following conditions are met:

- (1) The petitioner shall be a general employee if the election is for a general employee-trustee; a teacher, if the election is for a teacher-trustee; or a retirant, if the election is for a retirant-trustee;
- (2) The petition shall be accompanied by the signatures of at least one hundred members or retirants of the system who desire to have the petitioner's name on the ballot. The signatures shall be obtained on a form provided by the system. For identification and member or retirant verification purposes, the signatures shall be accompanied by the last four digits of the member's or retirant's social security number, current mailing address, and current or former employing agency of each person signing the petition, and shall be certified by the petitioner;
- (3) The petition must be received by the system at its Honolulu office (together with a resume of the qualifications of the petitioner containing not more than one hundred words, inclusive of the petitioner's name) no later than 4:30 p.m. sixty days from the date the notice to submit petition is published; and
- (4) The system shall verify the petitioner's status as a member or retirant of the system, as the case may be, and the signatures and status as a member or retirant of the system, as the case may be, of at least one hundred of the persons signing the petition.

The notice to submit petition shall be published in a newspaper of general circulation in the State, shall announce the forthcoming election, and shall contain other information as appropriate. [Eff 11/9/81; am and comp 2/9/89; am and comp 7/10/95; am and comp

NOV 26 2003 ] (Auth: HRS §§88-24, 88-28)  
(Imp: HRS §88-24)

§6-24-4 Contents of ballots. The ballot shall:

- (1) List in alphabetical sequence the names of the candidates; and
- (2) Contain a resume containing not more than one hundred words, inclusive of the candidate's name, of the qualifications of each candidate. [Eff 11/9/81; am and comp 2/9/89; am and comp 7/10/95; am and comp NOV 26 2009 ] (Auth: HRS §§88-24, 88-28) (Imp: HRS §88-24)

§6-24-4.01 Electronic voting authorized. (a) The system may use electronic means to allow members and retirants to vote. The administrator may implement and maintain the electronic voting system, or the board may appoint an independent electronic balloting service that specializes in the solicitation and compilation of ballots for government entities through electronic means, for the purpose of performing some or all of the functions in connection with electronic voting.

(b) If electronic voting is used, electronic ballots shall be sent, received, and maintained in a manner substantially equivalent to the manner in which paper ballots are sent, received, and maintained. The administrator or the independent balloting agent, whichever implements the electronic voting system, shall maintain and ensure the integrity and security of the electronic voting system. [Eff and comp NOV 26 2009 ] (Auth: HRS §§88-24, 88-28) (Imp: HRS §88-24)

§6-24-5 Mailing of ballots. (a) For printed ballots, a ballot shall be mailed to each member and retirant together with a postage guaranteed return envelope, between September 1 and December 1 of the calendar year preceding the year in which the term of an elected trustee expires; provided that if a vacancy occurs for the unexpired term of a trustee, the board shall determine whether to fill the vacancy by appointment or election and if by election, the dates for the mailing of ballots.

(b) The system shall maintain a listing of the names and mailing addresses of all members and retirants to whom ballots were sent. [Eff 11/9/81; am and comp 2/9/89; am and comp 7/10/95; am and comp NOV 26 2009 ] (Auth: HRS §§88-24, 88-28) (Imp: HRS §88-24)

§6-24-6 Return of ballots. (a) For printed ballots, members and retirants shall have at least fifteen days from the date of the mailing of the ballot within which to return the ballot. The postmark date on the return envelope shall determine whether the envelope has been returned within the prescribed period. The system shall date stamp all envelopes which are hand-delivered, or which are not post-marked, or which are received by the system after the last day for the return of ballots.

(b) All ballots received after the time prescribed for the return of ballots shall be kept separately for inspection and disposition by the election committee.

(c) The system shall maintain a daily record of the number of ballots received. Printed ballots shall be kept sealed and locked in boxes until the day for the tallying of ballots. [Eff 11/9/81; am and comp 2/9/89; am and comp 7/10/95; am and comp  
 NOV 26 2009 ] (Auth: HRS §§88-24, 88-28)  
 (Imp: HRS §88-24)

§6-24-7 Non-receipt of ballots; spoiled ballots; new ballots. (a) Any member or retirant who claims not to have received a paper or electronic ballot shall be issued a new ballot through paper or electronic means, if the records indicate that no ballot was sent to the member or retirant, the ballot was sent to the wrong mailing address, or the member or retirant was not able to access the electronic ballot, through no fault of the member or retirant; provided that if the ballot was sent to the wrong mailing address, a reasonable time shall elapse to permit return of the ballot before the issuance of a new ballot. If the records indicate that a ballot was sent to the proper mailing address, a new ballot shall be issued if the member or retirant shall file a written statement certifying that the member or retirant did not receive the ballot.

(b) A member or retirant who has spoiled a ballot may request a new ballot which shall be issued only upon the receipt of the spoiled ballot by the system.

(c) The system shall keep a record of all ballots issued under the provisions of this section. [Eff 11/9/81; comp 2/9/89; am and comp 7/10/95; am and comp

NOV 26 2009 ] (Auth: HRS §§88-24, 88-28)  
(Imp: HRS §88-24)

§6-24-8 Election committee. The system shall appoint an election committee of three members who shall be recommended by employee and retirant organizations. The committee shall supervise the opening and tallying of ballots and shall, upon completion of the tally, certify to the board of trustees the results of the election. [Eff 11/9/81; comp 2/9/89; am and comp 7/10/95; comp NOV 26 2009 ] (Auth: HRS §§88-24, 88-28)  
(Imp: HRS §88-24)

§6-24-9 Opening and tallying of ballots. (a) The system shall tally the ballots no earlier than four days after the last day for the return of ballots by mail.

(b) Ballots shall be opened and tallied under the supervision of the election committee. Electronic ballots may be opened and tallied by an independent electronic balloting service under the supervision of the election committee.

(c) Any ballot containing more than the number of votes permitted by the instructions on the ballot and any ballot containing any erasure shall be invalid. The committee shall be the sole judge as to the validity of any other questionable ballot. [Eff 11/9/81; am and comp 2/9/89; am 1/29/90; am and comp 7/10/95; am and comp NOV 26 2009 ] (Auth: HRS §§88-24, 88-28) (Imp: HRS §88-24)

§6-24-10 Declaration of election. Upon receipt of the certified results of the election from the election committee, the board of trustees shall declare as elected the person (or persons, if there is more than one trustee to be elected) receiving the highest number of votes. [Eff 11/9/81; comp 2/9/89; comp 7/10/95; comp NOV 26 2009 ] (Auth: HRS §§88-24, 88-28) (Imp: HRS §88-24)

§6-24-11 Ballots to be held for thirty days. All ballots which have been tallied shall be held by the system for a period of at least thirty days following

the day when the successful candidate or candidates take office. If there are no questions raised as to the results of the election, the system may then destroy the ballots. [Eff 11/9/81; comp 2/9/89; am and comp 7/10/95; comp NOV 26 2009] (Auth: HRS §§88-24, 88-28) (Imp: HRS §88-24)

§6-24-12 Computation of time. In computing any period of time prescribed or allowed by this chapter, or any order of the board, the day of the act, event, or default after which the designated period of time is to run shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday, or legal holiday in the State, in which event the period of time runs until the end of the next day which is neither a Saturday, Sunday, or legal holiday. Intermediate Saturdays, Sundays, or legal holidays shall not be included in the computation when the period of time prescribed or allowed is seven days or less. A half holiday shall not be considered a holiday for purposes of these computations. All references in this chapter to days shall mean calendar days, unless otherwise expressed. [Eff 11/9/81; comp 2/9/89; am and comp 7/10/95; am and comp NOV 26 2009] (Auth: HRS §88-28) (Imp: HRS §§88-24, 88-28)



Trustee\_Election\_Address\_File\_Format\_  
Vendor\_Format\_2025

1 of 1

Trustee Election Address File VENDOR Format 2025					
	File	Format		Comma delimited text file (*.csv)	
					File File
	Field	Data Type	Maximum Length	Description	From ERS To ERS
1	<b>SORT_NAME</b>	<b>Text</b>		Name in the format "Last, First Middle Suffix" used for sorting.	YES YES
2	<b>LAST_NAME</b>	<b>Text</b>	<b>50</b>	Last Name	YES YES
3	<b>FIRST_NAME</b>	<b>Text</b>	<b>50</b>	First Name	YES YES
4	<b>MIDDLE_NAME</b>	<b>Text</b>	<b>50</b>	Middle Initial(s)	YES YES
5	<b>SUFFIX</b>	<b>Text</b>	<b>5</b>	Suffix (i.e. JR, SR, III etc.)	YES YES
6	<b>MAIL__NAME</b>	<b>Text</b>	<b>50</b>	Name to be printed in the format First Name Middle Initial Last Name Suffix	YES YES
7	<b>ADDRESS_1</b>	<b>Text</b>	<b>50</b>	First address line	YES YES
8	<b>ADDRESS_2</b>	<b>Text</b>	<b>50</b>	second address line (optional)	YES YES
9	<b>ADDRESS_3</b>	<b>Text</b>	<b>50</b>	third address line (optional)	YES YES
10	<b>CITY</b>	<b>Text</b>	<b>50</b>	City	YES YES
11	<b>STATE</b>	<b>Text</b>	<b>2</b>	State	YES YES
12	<b>Zip code</b>	<b>Text</b>	<b>9</b>	Zip Code (9-digits with 0 in the last four digits if not available i.e. "#####0000" ). Blank if Country is not US.	YES YES
13	<b>POSTAL_CODE</b>	<b>Text</b>	<b>25</b>	Postal Code (if available) if Country is not US.	YES YES
14	<b>COUNTRY</b>	<b>Text</b>	<b>2</b>	2-character country code (i.e. "US")	YES YES
15	<b>COUNTRY_NAME</b>	<b>Text</b>	<b>50</b>	Country name	YES YES
16	<b>MAILING_IDENTIFIER</b>	<b>Text</b>	<b>15</b>	Unique identifier to be printed #####X####	YES YES
17	<b>Valid Forwarding Address</b>	<b>Text</b>	<b>3</b>	Vendor to indicate if valid forwarding address is available. "yes"/"no"	YES
18	<b>NEW ADDRESS_1</b>	<b>Text</b>	<b>50</b>	New First address line	YES
19	<b>NEW ADDRESS_2</b>	<b>Text</b>	<b>50</b>	New second address line (optional)	YES
20	<b>NEW ADDRESS_3</b>	<b>Text</b>	<b>50</b>	New third address line (optional)	YES
21	<b>NEW CITY</b>	<b>Text</b>	<b>50</b>	New City	YES
22	<b>NEW STATE</b>	<b>Text</b>	<b>2</b>	New State	YES
23	<b>NEW Zip code</b>	<b>Text</b>	<b>9</b>	New Zip Code (9-digits with 0 in the last four digits if not available i.e. "#####0000" ).	YES
24	<b>NEW POSTAL_CODE</b>	<b>Text</b>	<b>25</b>	New Postal Code (if available) if Country is not US.	YES
25	<b>NEW COUNTRY</b>	<b>Text</b>	<b>2</b>	New 2-character country code (i.e. "US")	YES
26	<b>NEW COUNTRY_NAME</b>	<b>Text</b>	<b>50</b>	New Country name	YES
<p>* Note: File from ERS will include fields 1-16 . File(s) from Vendor to include fields 1-26 adding fields 17-26 as appropriate only for returned mail with a forwarding address.</p>					



## EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAII

### VOTING INSTRUCTIONS

- . Mark your selection by placing an "X" in the appropriate box.
  - . Please mark **one and only one** candidate's name. Resumes, provided by the candidates, are on the back of this ballot.
  - . Do not write your name or otherwise identify yourself on this ballot.
  - . Detach ballot, place it in the enclosed official ballot envelope, and return it to
  - . Mailed ballots must be postmarked no later than October 14, 2015, in order to be counted. Please allow sufficient time for delivery.
- If you need a replacement ballot or have any questions, please email (Contact person name, email and phone number of Contractor).

**BALLOTS MUST BE POSTMARKED NO  
LATER THAN OCTOBER 14, 2025**

### ELECTION OF TEACHER EMPLOYEE TO THE BOARD OF TRUSTEES

Section 88-24, Hawaii Revised Statutes, provides that the Board of Trustees of the Employees' Retirement System shall consist of eight members: the Director of Finance of the State (ex-officio), three citizens of the State who are appointed by the Governor, and four members of the ERS who are elected by the membership (two general employees, one teacher, and one retirant).

Since one of the terms will expire January 1, 2026, A GENERAL EMPLOYEE MEMBER must be elected by the members and retirees of the ERS to serve for a six year term starting January 2, 2026.

Resumes were prepared by the candidates and are listed in alphabetical order. Please review the resumes and return your ballot in the enclosed business reply envelope to (Contractor Name). The envelope must be postmarked by October 14, 2025.



## EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAII

Official Ballot for the Election of General Employee of the Board of  
Trustees *Place an "X" in the box to the left of the one candidate of your choice*

- ☐ **CANDIDATE #1**
- ☐ **CANDIDATE #2**

*Ballot must be received by (Contractor Name and Address), postmarked no later than October 14, 2025.*

## CANDIDATE #1

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## CANDIDATE #2

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## EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAII

### VOTING INSTRUCTIONS

- . Mark your selection by placing an "X" in the appropriate box.
  - . Please mark **one and only one** candidate's name. Resumes, provided by the candidates, are on the back of this ballot.
  - . Do not write your name or otherwise identify yourself on this ballot.
  - . Detach ballot, place it in the enclosed official ballot envelope, and return it to
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Resumes were prepared by the candidates and are listed in alphabetical order. Please review the resumes and return your ballot in the enclosed business reply envelope to (Contractor Name). The envelope must be postmarked by October 14, 2025.



## EMPLOYEES' RETIREMENT SYSTEM OF THE STATE OF HAWAII

Official Ballot for the Election of General Employee of the Board of  
Trustees *Place an "X" in the box to the left of the one candidate of your choice*

- ☐ **CANDIDATE #1**
- ☐ **CANDIDATE #2**

*Ballot must be received by (Contractor Name and Address), postmarked no later than October 14, 2025.*

## CANDIDATE #1

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## CANDIDATE #2

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