

2023 Officer and Employee Delegate Certification Form

MEAS Annual Business Meeting | September 2023

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

IMPORTANT: If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Melissa Marsh, City Manager

Officer Alternate name

Amy Mischak, Human Resources Director

Officer delegate and alternate listed above were appointed to serve during the 2023 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on July 24, 2023.

2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Linda Harms

Employee Alternate name

Madhu Rakshit

Employee delegate and alternate listed above were elected to serve during the 2023 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on June 30, 2023.

3. Certification

NOTE: Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name*

City of Madison Heights

Municipality number*

Email address

cherylrottman@madison-heights.org

Employer address

300 W. 13 Mile Road

Employer city

Madison Heights

Employer state

MI

Employer zip code

48071

Printed name

Melissa Marsh

Title of authorized authority*

City Manager

Authorized signature*

Date

* Required field

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ways to
complete

1. You may complete it electronically (an electronic authorized signature is permissible), then save it and upload it when registering your delegate(s) – OR –
2. You may print it off and complete it, then scan and upload it to your computer for uploading when you register your delegate(s).



How are Employee Delegates selected?

An officer of the participating municipality or court conducts a secret ballot vote of participant employees so that each participant employee (whether employee or management) has the opportunity to vote for an Employee Delegate.

What if the employer fails to hold this vote or breaks one of the rules listed above?

The participating municipality or court will not have valid delegates eligible to vote at the MERS Annual Business Meeting.

How does MERS learn who the delegates are?

The municipality or court "certifies" (identifies in writing) to MERS on the enclosed MERS Delegate Form who its two delegates are for the Retirement Conference prior to the meeting. This form is uploaded at time of registration to the Retirement Conference site.

How does MERS know who is who at the Retirement Conference?

For an in-person conference, MERS pulls the attendee information from the Retirement Conference registration site which houses the submitted delegate form and creates name tags that identify each attendee's municipality or court and their attendance status (e.g., officer delegate/employee delegate/non-voting member/guest). For a MERS virtual conference, attendees register for online sessions via the virtual presentation tool and attendee reports are pulled from that site.

Can a municipality or court name alternates in case the delegate cannot attend?

A municipality or court is permitted to include an alternate for each delegate by certifying the alternate on the same MERS Delegate Form. The alternate Delegate may only serve if the primary Delegate cannot attend. The alternate employee delegate must be elected in the same way as described above. MERA (the law establishing MERS) does not require or provide for alternate delegates to be named; MERS permits this as a service to its customers.

Delegate Certification

Who from the municipality or court is able to certify the delegate form?

The form is certified by a member of the governing body or chief administrative officer (ex: Board Chair, Mayor, Council President, City Manager, Executive Director) or the chief Judge of a participating court.

Does the municipality or court need Board or Council approval before certifying the delegate form?

Yes, the governing body must certify the selection of delegates on the MERS Delegate Form.

Retirement Conference Delegate FAQs

Delegate Selection

Where do the rules about delegate eligibility and selection come from?

The rules about who can be an officer or employee delegate are found in the Municipal Employees' Retirement Act (MERA) of 1984, specifically MCL 38.1545. These rules are also found in Section 78 of the MERS Plan Document.

The act reads: "The governing body of each participating municipality shall certify the names of two delegates to the annual meeting. One delegate shall be a member who is an officer of the participating municipality, selected by the governing body of the participating municipality. The other delegate shall be a member who is not an officer of the participating municipality, elected by the member employees of the participating municipality. The election shall be by secret ballot and shall be conducted by an officer of the participating municipality. The election shall be conducted in a manner that affords each member employee an opportunity to vote."

Who can be designated as delegates to the MERS Annual Business Meeting?

Municipalities and courts that participate in the MERS Defined Benefit, Defined Contribution or Hybrid plans can each name two delegates. One of these two delegates must be a participant who is an officer of the municipality/court (Officer Delegate). The other of these two delegates must be a participant who is not an officer of the municipality or court, and who was elected by the participating employees of the municipality (Employee Delegate).

Are any employees excluded?

Yes. A retiree who is rehired in any capacity by the same participating municipality or court from which he or she retired is excluded from eligibility to serve as a delegate.

Who can be an Officer Delegate?

An Officer Delegate must hold a department head position or above, exercise management responsibilities, and report directly to the legislative and/or executive branch of government.

Who can be an Employee Delegate?

An Employee Delegate must **not** be responsible for management decisions, must receive direction from management, and must **not** report directly to the legislative and/or executive branch of government.

How are Officer Delegates selected?

The governing body/chief judge of each participating municipality/court selects an Officer Delegate.