

**REQUEST FOR PROPOSALS
TO PROVIDE
ELECTION SERVICES**

Issued by

**Employees Retirement System
City of Saint Louis**

**Date of Issue
October 3, 2014**

**Date of Closing
4:00 P.M., CDT
October 31, 2014**

The Employees Retirement System of the City of St. Louis (The System) is presently seeking proposals on a competitive basis for election services. The election will be held in March 2015.

I. Scope of Services:

The Independent Election Teller will handle the entire election process from ballot design, printing and mailing of the ballot package, to scanning, tabulating and reporting the results of the election.

(A) There will be two separate elections conducted on the same day in March 2015 as follows:

(1) Election of a Member-Representative to the Board of Trustees

- Two (2) positions to be filled
- Elected by active members of the System
- Approximately 5,800 eligible voters
- Anticipated voter response: 25%

(2) Election of a Retiree-Representative to the Board of Trustees

- One (1) position to be filled
- Elected by Retirees of the System
- Approximately 3,400 eligible voters
- Anticipated voter response: 30%

(B) Ballot packages are to be mailed to the home address of record of each member/retiree. The ballot package shall include a secret ballot form, voting procedures, a biography of each candidate and a pre-paid postage return envelope.

(C) The System will provide mailing label information, voting procedures and biographies electronically.

(D) Election results are to be submitted to the Secretary, Board of Trustees, within 72 hours after the close of the election.

(E) All election materials are to be stored by the Independent Election Teller until ordered by the Secretary, Board of Trustees, to destroy said material, usually 3 months after the election date but may be as long as 14 months after the election date if the election results are challenged.

II. Form of Proposal:

(A) The proposal must be in writing.

- (B) The proposal must be submitted in a sealed envelope clearly identified as “**ELECTION PROPOSAL**” and mailed or delivered to:

Mr. Richard R. Frank, Secretary
Employees Retirement System
of the City of St. Louis
1114 Market Street, Room 900
St. Louis, MO 63101

Proposals will be accepted until **4:00 p.m., Central Daylight Time , October 31, 2014.**

All who respond must submit ten (10) copies of their proposal as well as an electronic copy in PDF format.

- (C) The proposal must clearly describe the scope of the services to be provided, the secret ballot system design, scanning and tabulation process, and a positive commitment to perform the work within the time period specified.
- (D) The proposal must address the security, accuracy and efficiency of the voting process.
- (E) The proposal should separate the cost for each of the two elections described in I(A) above.
- (F) The proposal should show postage costs as a separate line item for each election.
- (G) The proposal should include the background of the firm.
- (H) The proposal should include the name of the individual who will serve as Team Leader/Coordinator along with his/her relevant experience.
- (I) The proposal should include a list of election service clients over the last three (3) years.
- (J) In addition to the mail ballot method indicated in I(B) above, alternate methods of voting (i.e. voting via telephone or Internet) may be included as an addendum to the proposal. If included, alternate methods of voting must be described in detail and must include costs.
- (K) Add any other services, information, conditions or qualifications concerning the election process as may be appropriate.

III. License & Tax Issues:

The firm selected must provide proof that it is current with respect to all applicable City taxes and licenses prior to the initiation of the contract. Please note, a City Business License is required and no such license will be issued without a Statement of Clearance issued jointly by the Collector of Revenue and the License Collector.

IV. Selection Criteria:

All firms will be evaluated on the following criteria:

- (A) Complete responses to all items;
- (B) Ability to meet service requirements;
- (C) Expertise of the firm and Team Leader/Coordinator;
- (D) Experience in providing similar services to other clients;
- (E) Quality of written proposal;
- (F) Cost.

V. Other Items:

- (A) The System reserves the right to negotiate with any or all bidders regarding the proposals, to award the contract to other than the firm submitting the lowest cost proposal, without negotiation, and to reject any or all bids.
- (B) The firm must state that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The firm must have and maintain an Affirmative Action Policy.
- (C) Enclosures include:
 - (1) Proposed Time Line for March 2015 Board of Trustees Election
 - (2) Proposed Election Rules and Regulations (Member-Representative)
 - (3) Proposed Election Rules and Regulations (Retiree-Representative)
- (D) Any questions regarding this invitation may be directed to Denise Droege at (314) 622-5742 or via e-mail to droeged@stlouis-mo.gov.

2015 BOARD OF TRUSTEES ELECTION

PROPOSED TIME LINE FOR ELECTION

January 20, 2015	Last date for Secretary to announce election.
February 6, 2015	Filing period closes at 5:00 p.m.
March 6, 2015	Ballots mailed to home address of members and retirees.
March 23, 2015	Ballots due at Independent Election Teller not later than 5:00 p.m.
March 26, 2015	Last day for Secretary to receive complaints regarding the election.
April 2, 2015	Last day for Board to resolve complaints regarding the election.
April 22, 2015	Last day for Board vote certifying election.

**ELECTION RULES AND REGULATIONS
FOR THE ELECTION OF MEMBER-REPRESENTATIVES
TO THE BOARD OF TRUSTEES OF THE
CITY OF ST. LOUIS EMPLOYEES RETIREMENT SYSTEM**

The following rules and regulations are adopted by the City of St. Louis Employees Retirement System Board of Trustees (the "Board") to provide for the election of members of the Board to fill terms or vacancies of elected Board members, pursuant to Section 4.16.110(A)(6) of the Revised Code of the City of St. Louis (the "Code").

Definitions

1. "Alphabetical order" refers to the first letter of the candidate's last name.
2. "Election date" means the third Monday following the date upon which ballots are distributed to the members of the City of St. Louis Employees Retirement System.
3. "Member" means all persons who are members of the City of St. Louis Employees Retirement System (the "Retirement System") under Section 4.16.020 of the Code.
4. "Membership identification number" means the number assigned to each member of the Retirement System which is noted on the official ballot.
5. "Secretary" shall mean the Secretary of the City of St. Louis Employees Retirement System Board of Trustees or his or her designee.

Term of Regular Elected Board Member

Under the provisions of Section 4.16.110(A)(3) of the Code, the two (2) regular elected members of the Board shall serve terms of two (2) years, which terms shall commence on April 1 of odd numbered years.

Designation of Election Date

Regular elections shall commence with the distribution of ballots on the first (1st) Friday in March and end no later than the Election date. When a vacancy occurs because of death, resignation, or some other cause, the Board shall set an election date no later than forty-five (45) days after the vacancy occurs and shall conduct the election in the manner set forth in these rules and regulations

to fill the vacancy for the unexpired term; provided, however, that an election will not be held to fill a vacancy for the unexpired term when the period of the unexpired term is less than six (6) months.

Voter Eligibility

Persons who are Members of the Employees Retirement System under Section 4.16.020 of the Code on the Election date are eligible to vote in that election.

Candidates

Not later than forty-five (45) days prior to the first Friday in March, the Secretary shall provide notice of the election to the membership of the Retirement System. Any member may file as a candidate for election to the Board by appearing in person at the Office of the Secretary, signing the "Request for Candidacy" and paying a fee of \$50.00 by certified or cashier's check or money order, refundable if said candidate receives 400 or more votes in the election. No personal checks or cash will be accepted. The last day for filing shall be at 5:00 p.m., twenty-eight (28) days prior to the first Friday in March. At the time of filing the candidate shall submit in writing a brief summary of information regarding the candidate's background and qualifications, such summary shall not exceed three hundred (300) words. The Independent Election Teller shall reproduce such statements of all candidates on one (1) page or successive pages in the same order as their names shall appear on the ballots and distribute the statements with the ballots.

In the event only one (1) candidate files for any vacancy, that candidate will be declared the elected Board member, subject to certification by the Board, and said candidate will be refunded the \$50.00 filing fee. In the event only two (2) candidates file for two vacancies, those candidates will be declared the elected Board members, subject to certification by the Board, and said candidates will be refunded the \$50.00 filing fee.

If a sufficient number of candidates do not file for the vacancy(ies) then the Board shall order the Secretary to renew the election process in accordance with these rules.

Campaign Activities

When the filing period closes, the candidates shall be supplied with the names and department/pay location of all Members. The candidate will also be required to sign and date a

"Release of Liability" acknowledging that the Board is not responsible nor can be held liable for the availability or nonavailability of means of distributing any campaign literature for any candidate.

No other assistance shall be provided by the Board, the Trustees in their official capacity or the Secretary to the candidates in their campaign activities.

Candidates shall conduct any and all campaign activities in a lawful manner, particularly in accordance with the applicable provisions of the City Charter, the Code, Ordinances, and the statutes of the State of Missouri. Candidates are prohibited from using employer-sponsored electronic mail systems for campaigning purposes.

Any complaint regarding a candidate's conduct shall be made in writing to the Secretary no later than three (3) days after the election date. Complaints can be submitted only by Members. The Secretary shall notify the candidate in writing who is the subject of the complaint of the alleged misconduct. The Board shall investigate the complaint and determine whether the alleged campaign conduct constitutes a basis for a candidate's disqualification from the election. The Board shall dispose of all complaints within ten (10) days of the election date. It shall take at least four (4) votes by the Trustees to find that any complaint filed is valid.

Ballots

The Board shall designate an Independent Election Teller to handle the election process.

The ballots provided to the Members shall be the official election ballot form. Any other ballot form will be considered invalid and shall not be counted.

Ballots shall list the names of all valid candidates in alphabetical order. The Independent Election Teller shall mail the ballot along with an official return envelope to each Member at his or her address of record on the first Friday in March. The Independent Election Teller shall assign a Membership identification number to each Member. The Membership identification number shall be designated on the official ballot form. Any person who becomes a Member of the Retirement System subsequent to this distribution date may obtain a ballot and a return envelope from the Independent Election Teller.

If a Member does not receive a ballot or if the ballot is lost or destroyed or defaced, a replacement ballot along with a return envelope for the replacement ballot may be obtained from the Independent Election Teller. In order to receive a replacement ballot and return envelope from the

Independent Election Teller, the Member must telephone the Independent Election Teller at the Independent Election Teller's designated telephone number to request a replacement ballot and return envelope. The Independent Election Teller shall mail a replacement ballot and return envelope to the Member within twenty-four (24) hours along with an Affidavit to be completed by the Member stating the reason for requesting a replacement ballot. The Independent Election Teller shall assign a new Membership identification number for the Member receiving the replacement ballot and the new Membership identification number shall be indicated on said replacement ballot and on the membership roster. The original ballot shall be considered void and only the replacement ballot containing the new identification number shall be considered as the valid ballot for voting. The replacement ballot and the Affidavit signed by the Member must be returned to the Independent Election Teller in the official return envelope no later than the Election date. The replacement ballot will be considered invalid and will not be counted unless the Affidavit, signed by the Member, is returned in the official return envelope along with the replacement ballot.

A return envelope will be provided to each Member for the purpose of submitting the ballot. The return envelope shall be pre-addressed and shall bear sufficient pre-paid postage to return the ballot to the Independent Election Teller by first class mail, U.S. Postal Service.

The ballots shall include instructions for marking the ballot and for returning the ballot to the Independent Election Teller with the date and time by which the ballot must be returned. Ballots shall state that the ballot must be submitted for voting in the official pre-addressed return envelope that is provided with the ballot to each Member and that ballots which are not contained within the official pre-addressed return envelope for voting in the election will be invalid and will not be counted. Ballots shall state that Members may only vote for valid candidates listed on the ballot and that write-in candidate votes will be considered invalid and that any write-in votes shall not be counted.

All return envelopes shall be returned to the Independent Election Teller through the U.S. Postal Service. Ballots not received by the Independent Election Teller through the U.S. Postal Service will not be counted. Ballots shall indicate that Members may vote for one (1) or two (2) candidates when two (2) elected vacancies are to be filled. If only one (1) vacancy is to be filled, then voters shall be instructed to vote for only one (1) candidate.

If a return envelope is received after the Election date, the return envelope shall not be opened and the ballot contained therein shall be considered invalid and shall not be counted, subject to review by the Board. The return envelope and ballot contained therein shall be laid aside and kept separated from the other ballots.

Ballot Count

The Independent Election Teller shall receive and count the ballots cast by the Members in the manner set forth in these election rules and regulations.

The Independent Election Teller shall open the official return envelope and remove the ballot. The Membership identification number of the Member appearing on the official ballot shall be checked off against the Membership identification number on the membership roster provided by the Secretary for use in the present election. Any ballot which is not returned in the official return envelope provided to the Member for that election shall be considered invalid and will be set aside and kept separated from the other ballots and shall not be counted. Any ballot bearing a Member identification number which does not correspond to a valid Membership identification number on the membership roster or which bears a Membership identification number which has been altered in any way shall be considered invalid and will be laid aside and kept separated from the other ballots and shall not be counted.

Any vote which is not submitted on the official ballot form provided for that election shall be considered invalid and shall be set aside and kept separated from the other ballots and shall not be counted. Ballots which contain any alteration or erasure of the vote for a valid candidate or which vote for more than the number of candidates for which there are vacancies for that election shall be considered invalid and shall be set aside and kept separated from the other ballots and shall not be counted. Any vote for a write-in candidate shall be considered invalid and that vote shall not be counted. The validity of any ballot shall be determined by the Independent Election Teller, subject to review by the Board.

The valid ballots shall be counted and tabulated by the Independent Election Teller in a manner which maintains Member voting anonymity. All ballots, all return envelopes, and all tally sheets shall be preserved by the Independent Election Teller.

The Independent Election Teller shall deliver the results of the election in a sealed envelope via overnight express mail. The envelope shall remain in the custody of the Secretary and shall remain sealed until the Board's regular or special meeting, and in all cases until after resolution of all complaints, at which time the Secretary shall open the sealed envelope and present the results of the election to the Board. The Independent Election Teller shall keep said results confidential until said Board meeting.

Election Results

If there is only one (1) vacancy to be filled by the election, then the valid candidate who receives the highest number of votes on the valid election ballots shall be declared as the winner, subject to the certification of the election results by the Board. If there are two (2) vacancies to be filled by the election, then the two (2) valid candidates who receive the highest number of votes on the valid election ballots shall be declared as the winners, subject to the certification of the election results by the Board.

In the event there is a tie vote, a run-off election to break the tie shall be held on a date set by the Board that is within sixty (60) days of the initial election date. The official ballot of the run-off election to break the tie shall list the names of the valid candidates who were tied in alphabetical order and the run-off election to break the tie shall be conducted in accordance with the election procedures set forth in these rules and regulations. If a tie occurs in this run-off election between two (2) or more candidates receiving an identical number of votes, then the Secretary shall determine the prospective winner by lot, subject to the certification of the election results by the Board.

Any challenge regarding the election shall be made in writing to the Secretary within three (3) days of the date of the election that is being challenged. The Board shall render a decision to resolve any such challenge.

The Board shall not receive and certify the election results for the purpose of declaring a winner or winners of the election until such time as the Board makes its determination regarding any complaint of unlawful conduct by a candidate and resolves any challenge of the election process, but in no case shall a vote on certification be delayed for more than thirty (30) days after the election date.

Upon certification of the election results by the Board to declare the winner or winners of the election, the Board shall provide a certificate of election to the City Register within seven (7) days of the certification.

Destruction of Ballots

The Board may authorize the destruction of ballots, tally sheets, and return envelopes sixty (60) days after the election results are certified to the City Register; however, in the event of any challenge to the election, or the disqualification of any candidate, the ballots, tally sheets, and return envelopes shall be maintained for at least one (1) year from the date on which any disqualification is decided by the Board or from the date on which any challenge is resolved by the Board. Until such time as the ballots, tally sheets, and return envelopes are destroyed, they shall be kept in the custody of and within the confidence of the Independent Election Teller.

**ELECTION RULES AND REGULATIONS
FOR THE ELECTION OF A RETIREE-REPRESENTATIVE
TO THE BOARD OF TRUSTEE OF THE
CITY OF ST. LOUIS EMPLOYEES RETIREMENT SYSTEM**

The following rules and regulations are adopted by the City of St. Louis Employees Retirement System Board of Trustees (the "Board") to provide for the election of a Retiree member of the Board to fill terms or vacancies of elected retiree Board members, pursuant to Section 4.16.110(A)(6) of the Revised Code of the City of St. Louis (the "Code").

Definitions

1. "Alphabetical order" refers to the first letter of the candidate's last name.
2. "Election date" means the third Monday following the date upon which ballots are distributed to the retirants of the City of St. Louis Employees Retirement System.
3. "Member" means all persons who are members of the City of St. Louis Employees Retirement System (the "Retirement System" under Section 4.16.020 of the Revised Code of the City of St. Louis (the "Code")).
4. "Retiree" means all members who have retired and are entitled to benefits from the Retirement System.
5. "Retiree identification number" means the number assigned to each Retiree of the Retirement System which is noted on the official ballot.
6. "Secretary" shall mean the Secretary of the City of St. Louis Employees Retirement System Board of Trustees or his or her designee.

Term of Regular Elected Retirant Member

Under the provisions of Section 4.16.110(A)(4) of the Code, the regular elected Retiree member of the Board shall serve for a term of two (2) years, with term to commence on April 1 of odd numbered years.

Designation of Election Date

Regular elections shall commence with the distribution of ballots on the first Friday in

March and end no later than the Election date. When a vacancy occurs because of death, resignation, or some other cause, the Board shall set an election date no later than forty-five (45) days after the vacancy occurs and shall conduct the election in the manner set forth in these rules and regulations to fill the vacancy for the unexpired term; provided, however, that an election will not be held to fill a vacancy for the unexpired term when the period of the unexpired term is less than six (6) months.

Voter Eligibility

Persons who are Retirees of the Employees Retirement System under Section 4.16.010 of the Code on the Election date are eligible to vote in that election.

Candidates

Not later than forty-five (45) days prior to the first Friday in March, the Secretary shall provide notice of the election to the Retirees of the Retirement System. Any Retiree who resides in the City of St. Louis may file as a candidate for election to the Board by appearing in person at the Office of the Secretary, signing the "Request for Candidacy" and paying a fee of \$50.00 by certified or cashier's check or money order, refundable if said candidate receives 100 or more votes in the election. No personal checks or cash will be accepted. The last date for filing shall be at 5:00 p.m., twenty-eight (28) days prior to the first Friday in March. At the time of filing the candidate shall submit in writing a brief summary of information regarding the candidate's background and qualifications, such summary shall not exceed three hundred (300) words. The Independent Election Teller shall reproduce such statements of all candidates on one (1) page or successive pages in the same order as their names shall appear on the ballots and distribute the statements with the ballots.

In the event only one (1) candidate files for the seat, that candidate will be declared the elected Board member, subject to certification by the Board, and said candidate will be refunded the \$50.00 filing fee. If no one files as a candidate for the seat, then the Board shall order the Secretary to renew the election process in accordance with these rules.

Campaign Activities

The candidates will be required to sign and date a "Release of Liability" acknowledging that the Board is not responsible nor can be held liable for the availability or nonavailability of means of distributing any campaign literature for any candidate.

No assistance shall be provided by the Board, the Trustees in their official capacity or the Secretary, to the candidates in their campaign activities.

Candidates shall conduct any and all campaign activities in a lawful manner, particularly in accordance with the applicable provisions of the City Charter, the Code, and the statutes of the State of Missouri.

Any complaint regarding a candidate's conduct shall be made in writing to the Secretary no later than three (3) days after the election date. Complaints can be submitted only by Retirees. The Secretary shall notify the candidate in writing who is the subject of the complaint of the alleged misconduct. The Board shall investigate the complaint and determine whether the alleged campaign conduct constitutes a basis for a candidate's disqualification from the election. The Board shall dispose of all complaints within ten (10) days of the election date. It shall take at least four (4) votes by the Trustees to find that any complaint filed is valid.

Ballots

The Board shall designate an Independent Election Teller to handle the election process.

The ballots provided to the Retirees shall be the official election ballot form. Any other ballot form will be considered invalid and shall not be counted.

Ballots shall list the names of all valid candidates in alphabetical order. The Independent Election Teller shall mail the ballot along with an official return envelope to each Retiree at his/her address of record on the first Friday in March. The Independent Election Teller shall assign each Retiree an identification number. The identification number shall be designated on the official ballot form.

If a Retiree does not receive a ballot or if the ballot is lost or destroyed or defaced, a replacement ballot along with a return envelope for the replacement ballot may be obtained from the Independent Election Teller. In order to receive a replacement ballot and return envelope from the

Independent Election Teller, the Retiree must telephone the Independent Election Teller at the Independent Election Teller's designated telephone number to request a replacement ballot and return envelope. The Independent Election Teller shall mail a replacement ballot and return envelope to the Retiree within twenty-four (24) hours along with an Affidavit to be completed by the Retiree stating the reason for requesting a replacement ballot. The Independent Election Teller shall assign a new identification number for the Retiree receiving the replacement ballot and the new identification number shall be indicated on said replacement ballot and on the Retiree roster. The original ballot shall be considered void and only the replacement ballot containing the new identification number shall be considered as the valid ballot for voting. The replacement ballot and the Affidavit signed by the Retiree must be returned to the Independent Election Teller in the official return envelope no later than the Election date. The replacement ballot will be considered invalid and will not be counted unless the Affidavit, signed by the Retiree, is returned in the official return envelope along with the replacement ballot.

A return envelope will be provided to each Retiree for the purpose of submitting the ballot. The return envelope shall be pre-addressed and shall bear sufficient pre-paid postage to return the ballot to the Independent Election Teller by first class mail, U.S. Postal Service.

The ballots shall include instructions for marking the ballot and for returning the ballot to the Independent Election Teller with the date and time by which the ballot must be returned. Ballots shall state that the ballot must be submitted for voting in the official pre-addressed return envelope that is provided with the ballot to each Retiree and that ballots which are not contained within the official pre-addressed return envelope for voting in the election will be invalid and will not be counted. Ballots shall state that Retirees may only vote for valid candidates listed on the ballot and that write-in candidate votes will be considered invalid and that any write-in votes shall not be counted.

All return envelopes shall be returned to the Independent Election Teller through the U.S. Postal Service. Ballots not received by the Independent Election Teller through the U.S. Postal Service will not be counted. Ballots shall indicate that Retirees may vote for one (1) candidate.

If a return envelope is received after the election date, the return envelope shall not be opened and the ballot contained therein shall be considered invalid and shall not be counted, subject to

review by the Board. The return envelope and ballot contained therein shall be laid aside and kept separated from the other ballots.

Ballot Count

The Independent Election Teller shall receive and count the ballots cast by the Retirees in the manner set forth in these election rules and regulations.

The Independent Election Teller shall open the official return envelope and remove the ballot. The identification number of the Retiree appearing on the official ballot form shall be checked off against the Retiree identification number on the Retiree roster provided by the Secretary for use in this election. Any ballot which is not returned in the official return envelope provided to the Retiree for this election shall be considered invalid and will be set aside and kept separated from the other ballots and shall not be counted. Any ballot bearing a Retiree identification number which does not correspond to a valid Retiree identification number on the Retiree roster or which bears a Retiree identification number which has been altered in any way shall be considered invalid and will be laid aside and kept separated from the other ballots and shall not be counted. The validity of any ballot shall be determined by the Independent Election Teller, subject to review by the Board.

Any vote which is not submitted on the official ballot form provided for this election shall be considered invalid and shall be set aside and kept separated from the other ballots and shall not be counted. Ballots which contain any alteration or erasure of the vote for a valid candidate or which vote for more than one candidate shall be considered invalid and shall be set aside and kept separated from the other ballots and shall not be counted. Any vote for a write-in candidate shall be considered invalid and that vote shall not be counted. The validity of any ballot shall be determined by the Independent Election Teller, subject to review by the Board.

The valid ballots shall be counted and tabulated by the Independent Election Teller in a manner which maintains Retiree voting anonymity. All ballots, return envelopes, and all tally sheets shall be preserved by the Independent Election Teller.

The Independent Election Teller shall deliver the results of the election in a sealed envelope to the Secretary via overnight express mail. The envelope shall remain in the custody of the Secretary and shall remain sealed until the Board's regular or special meeting, and in all cases until

after resolution of all complaints, at which time the Secretary shall open the sealed envelope and present the results of the election to the Board. The Independent Election Teller shall keep said results confidential until said Board meeting.

Election Results

The valid candidate who receives the highest number of votes on the valid election ballots shall be declared as the winner, subject to the certification of the election results by the Board.

In the event there is a tie vote, a run-off election to break the tie shall be held on a date set by the Board that is within sixty (60) days of the initial election date. The official ballot of the run-off election to break the tie shall list the names of the valid candidates who were tied in alphabetical order and the run-off election to break the tie shall be conducted in accordance with the election procedures set forth in these rules and regulations. If a tie occurs in this run-off election between two (2) or more candidates receiving an identical number of votes, then the Secretary shall determine the prospective winner by lot, subject to the certification of the election results by the Board.

Any challenge regarding the election shall be made in writing to the Secretary within three (3) days of the date of the election that is being challenged. The Board shall render a decision to resolve any such challenge.

The Board shall not receive and certify the election results for the purpose of declaring a winner of the election until such time as the Board makes its determination regarding any complaint of unlawful conduct by a candidate and resolves any challenges of the election process, but in no case shall a vote on certification be delayed for more than thirty (30) days after the election date.

Upon certification of the election results by the Board to declare the winner of the election, the Board shall provide a certificate of election to the City Register with seven (7) days of the certification.

Destruction of Ballots

The Board may authorize the destruction of ballots, tally sheet, and return envelopes sixty (60) days after the election results are certified to the City Register; however, in the event of any challenge to the election, or the disqualification of any candidate, the ballots, tally sheets, and return envelopes shall be maintained for at least one (1) year from the date on which any disqualification

is decided by the Board or from the date on which any challenge is resolved by the Board. Until such time as the ballots, tally sheets, and return envelopes are destroyed, they shall be kept in the custody of and within the confidence of the Independent Election Teller.