

## NOTIFICATION OF ELECTION OF EMPLOYEE REPRESENTATIVES TO THE BOARD OF PENSIONS AND RETIREMENT

### REPRESENTATION

Civil Service employees of the City are entitled to fill four (4) vacancies on the Board of Pensions and Retirement (“Board”) in accordance with Section 3-803 of the Philadelphia Home Rule Charter. The election of the representatives to fill the vacancies will be held from September 19<sup>th</sup> through October 22<sup>nd</sup>, 2025, and those elected as representatives will serve four-year terms as members of the Board of Pensions and Retirement. The Board has selected MK Elections to administer this election after a competitive RFP process in accordance with the Philadelphia Code and City procurement policies.

### NOMINATING PETITIONS

Any person interested in being a candidate or sponsoring a candidate for election may obtain official nominating petition blanks and full instructions upon request beginning on June 23, 2025, by contacting Joshua Stein at [Joshua.stein@phila.gov](mailto:Joshua.stein@phila.gov). Petitions may be circulated only during the period of June 23<sup>rd</sup> to July 21<sup>st</sup>, 2025. Valid signatures of at least 100 Civil Service employees must be obtained before the petition may be accepted by the Executive Director. **Petitions must be received by the Board by 5:00 P.M., July 21, 2025, at its office located at Two Penn Center Plaza, 1515 JFK Boulevard, 16<sup>th</sup> Floor.**

MK Elections will verify the signatures and eligibility of the names on the petitions and notify potential candidates if their petitions have been accepted or rejected via correspondence to be mailed no later than August 1<sup>st</sup>, 2025.

### DRAW FOR BALLOT POSITION

All candidates who are successfully nominated by validated petitions will be advised that a public drawing of names will be made at the Board’s office on **September 2<sup>nd</sup>, 2025 at 11:00 A.M.**

### ELGIBILITY TO VOTE

To vote in this election, in compliance with the provisions of Section 3-803 of the Charter and, an employee must be employed in a Civil Service position and must be actively employed during the election dates.

### VOTING INSTRUCTIONS

MK Elections will mail all ballots on September 19<sup>th</sup>, 2025. You must complete and return your ballot according to the instructions enclosed with the ballot. Completed ballots must be received by MK Elections by **October 22<sup>nd</sup>, 2025** in order to be counted.

If you believe you are eligible to vote and have not received a ballot by September 29<sup>th</sup>, 2025 and you wish to vote, you have until close of business on October 7, 2025, to request a ballot by calling (412) 548-2140 and leaving a message with your name, your mailing address and your phone number. If your eligibility to vote is verified, a ballot will be mailed to the address you provide.

### BALLOT COUNT

The counting of the ballots in the presence of authorized watchers and candidates will take place on October 29<sup>th</sup>, 2025 at the Board’s office located at **Two Penn Center Plaza, 1515 JFK Boulevard, 16<sup>th</sup> Floor.**

### WATCHERS

Each candidate shall be allowed to maintain no more than one official watcher at the tabulation of the ballots. The names of these official watchers must be submitted to [phillypensions@mkelections.com](mailto:phillypensions@mkelections.com) by **5:00 P.M. on October 15<sup>th</sup>, 2025**. MK Elections will issue authorization letters to the official watchers, permitting them access to the tabulation.

### CHALLENGES

Candidates must submit any challenge to [phillypensions@mkelections.com](mailto:phillypensions@mkelections.com) no later than **5:00 P.M. on October 31, 2025**. All challenges shall be in writing and must state the basis for the challenge and include relevant supporting documentation.