**Section 1600.720 Election Materials**

a) The Board Secretary may procure a qualified election services vendor and determine the voting methods, specific voting instructions and security measures to be used in the election, subject to the approval of the Board.

b) At least 30 business days prior to the Election Day, the following election materials shall be emailed to the eligible voter's latest email address known to the System:

1) Electronic instructions for accessing an electronic ballot listing, in order determined by random, blind lottery conducted by the Board Secretary, either the contributing membership candidates or the annuitant candidates, depending on the basis for the individual's eligible voter status as provided in Section 1600.715, using the entire name of each candidate in the System records on the first day nomination petitions can be accepted;

2) Instructions for accessing candidate provided biographies in the location, format and length specified and approved by the Board Secretary;

3) Instructions for voting methods as specified by the Board Secretary, including instructions for voting online or by phone. These instructions will also include the voting deadline.

4) Instructions for requesting from the election vendor a mailing of the preprinted election materials specified in subsection (c). Individual eligible voters may choose to request hard copy materials, including a hard copy ballot, from the election vendor even if they have a valid email address on file with SURS. If a request is made for a hard copy ballot, the eligible voter can cast his or her vote online, by phone, or by returning the hard copy ballot by the election deadline. Only the first ballot received by the election vendor will be counted.

c) For voters without a valid email address on file with SURS, at least 30 business days prior to the Election Day, and for voters for whom the email delivery attempt in subsection (b) was unsuccessful, as soon as administratively practicable after the election vendor is notified that the email delivery attempt was unsuccessful, the following election materials shall be mailed to the eligible voter's latest mailing address known to the System:

1) A preprinted paper ballot listing, in order determined by random, blind lottery conducted by the Board Secretary, either the contributing membership candidates or the annuitant candidates, depending on the basis for the individual's eligible voter status as provided in Section 1600.715, using the entire name of each candidate in the System records on the first day nomination petitions can be accepted;

2) Preprinted paper candidate provided biographies in the format and length specified and approved by the Board Secretary;

3) Instructions for voting methods specified by the Board Secretary, including instructions for voting online, by phone or by regular mail. These instructions shall also include the voting deadline;

4) A preprinted, return envelope.

d) If an eligible voter is unable to access his or her election materials as specified in subsection (b) or did not receive the preprinted election materials mailed to him or her as specified in subsection (c), the eligible voter may request that the election vendor send replacement election materials to him or her by providing a current mailing address or a valid email address. Preprinted paper ballots, candidate biographies and other election information will not be mailed out within 5 business days prior to the Election Date; however, electronic ballots and instructions for accessing candidate election information will be electronically transmitted if authorized by the eligible voter at least one day prior to the Election Date. If an eligible voter incorrectly marks or spoils his or her paper ballot prior to returning it, the eligible voter may request a new set of election materials from the election vendor at least 5 business days prior to the Election Date. Paper ballots already mailed to the election vendor, or electronic or phone ballots that have already been cast by the eligible voter, shall not be replaced or revoked. The member's identity as an eligible voter shall be authenticated prior to sending out replacement election materials.

e) If previously mailed election materials are returned to the election vendor undelivered at least 5 business days prior to the Election Date and a forwarding address has been provided, the election vendor shall mail election materials to the forwarding address via first class U.S. mail.

f) In addition to the election materials distributed by the election vendor, SURS will post candidate biographies, in the format and length specified and approved by the Board Secretary, on its website at least 30 days prior to the election.

(Source: Amended at 41 Ill. Reg. 15353, effective December 5, 2017)