



NORTH DAKOTA
PUBLIC EMPLOYEES
RETIREMENT SYSTEM

Special Board Meeting Agenda

Location: By phone: 701.328.0950 Conference ID: 952 101 725 #

Date: **Monday, January 26, 2026**

Time: 2:00 P.M.

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I. CONFLICT OF INTEREST DISCLOSURE CONSIDERATION

II. MISCELLANEOUS

- A. Board Election – Aime (Board Action)
 - 1. Appoint 3 members to the Election Subcommittee and name a chair
 - 2. Call for a Special Election and approve the proposed timeline



Memorandum

TO: NDPERS Board
FROM: Aime Miller
DATE: January 26, 2026
SUBJECT: Special Board Election

N.D. Administrative Code 71-01-02-11. states:

1. A special election will be called for by the retirement board in the event of a vacancy resulting from the death, resignation, or termination of North Dakota public employees retirement system membership by any elected board members.
2. Special elections must be conducted in accordance with the regular elections rules, except that the board will determine a new election schedule.
3. In the case of a special election, the term to be filled is the unexpired portion of the vacant board position.

Therefore, a Special Board Election must be held to fulfill the remainder of Ms. Goodhouse's term, which is set to conclude on June 30, 2029.

Today, the Board needs to appoint an Election Committee of three members and appoint one of its members as Chair to oversee the election process. The [Election Subcommittee Charter](#) provides additional details regarding the responsibilities of the Committee.

Additionally, the Board needs to review and approve the election schedule. Two options are presented below for consideration. As you can see, each option provides for a different Board meeting in which the Board would approve the election results and the newly elected member would begin serving on the Board. Option 1 is a more aggressive timeline with shorter petition and election windows compared to Option 2.

<u>Option 1</u> For a March Appointment	<u>Option 2</u> For an April Appointment	Action Item
January 27	January 27	Announce and promote board vacancy

February 18	February 26	Deadline to receive hard copy nomination petitions forms at the NDPERS office
February 19 or 20	Week of March 2	Election subcommittee's virtual meeting to validate petitions
February 25	March 5	Deadline for candidate to withdraw from election
February 26	March 9	Electronic voting begins
March 8	March 31	Electronic voting closes
March 9	Week of April 6	Election Committee's virtual meeting to canvass election results
March 10	April 14	Election results announced during Board meeting

Board actions requested:

1. Appoint a three-member Election Committee and name a Chair.
2. Determine Special Election Schedule, selecting Option 1 or Option 2.

 <p>NORTH DAKOTA PUBLIC EMPLOYEES RETIREMENT SYSTEM</p>	Original Effective Date: June 11, 2024 Revised: June 11, 2024 Approved by Board: June 11, 2024 Page 1 of 1
Election Subcommittee Charter	

PURPOSE

The Election Subcommittee (“Committee”) is appointed by the Board of Trustees (“Board”) of the North Dakota Public Employees Retirement System (“Agency”) to provide oversight of the election process whenever a vacancy occurs, or term is expiring, of an elected member of the Board. Oversight includes ensuring the election rules are followed, counting ballots, and reporting election results to the full Board.

STRUCTURE

The Committee will consist of three members appointed by the Board at the February meeting leading up to an election to serve until the retirement board meeting for the following February. The Board is also responsible for appointing a Committee Chair.

MEETINGS

The Committee will meet to validate the nomination petitions received and approve names to be placed on the election ballot. The committee will again meet to canvass ballots once the election period has closed. Members of the Committee will be compensated for attendance at Committee meetings in accordance with NDPERS’ policy for compensation in effect at the time for Board members.

DUTIES AND RESPONSIBILITIES

The Committee will carry out the following responsibilities:

1) Election Oversight:

- a. Ensure administrative code ([Chapter 71-01-02](#)) has properly been followed in the election process.

2) Other Responsibilities:

- a. Validate nomination petitions and approve names to be placed on the election ballot.
- b. Canvass the ballots at the end of the election period.
- c. Report election results to the full Board.