

**FINANCE AND ADMINISTRATION CABINET**  
**Kentucky Public Pensions Authority**  
**(Amendment)**

**105 KAR 1:445. Trustee elections.**

RELATES TO: KRS 11A.020, 11A.040, 61.080, 61.505, 61.645, 78.782

STATUTORY AUTHORITY: KRS 61.505(1)(g), 61.645(4)(j), 78.782(4)(j)

CERTIFICATION STATEMENT: This is to certify that this administrative regulation complies with the requirements of KRS 13A.105(2) because it does not have a major economic impact.

NECESSITY, FUNCTION, AND CONFORMITY: KRS 61.505(1)(g) authorizes the Kentucky Public Pensions Authority to promulgate administrative regulations on behalf of the Kentucky Retirement Systems and the County Employees Retirement System that are consistent with KRS 16.505 to 16.652, 61.505, 61.510 to 61.705, and 78.510 to 78.852. KRS 61.645(4)(j) and 78.782(4)(j) authorize the systems to promulgate an administrative regulation to implement the use of electronic and telephonic ballots in the trustee election process and requires paper ballots to be mailed upon request of any eligible voter. This administrative regulation establishes the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of the ballots for trustee elections.

Section 1. Definitions.

(1) "Ballot" means an electronic or paper document that ~~meets~~~~[includes]~~ the requirements of provisions required by KRS 61.645(4)(c) and 78.782(4)(c), and for each candidate includes~~[the candidate's]~~:

- (a) A recent ~~[Recent]~~ photograph;
- (b) City and county of residence;
- (c) Employer and position title, or the employer from which the candidate last worked or retired, and the position title of the last position held;
- (d) Education, including schools and universities attended and degrees earned;
- (e) Any professional licenses or certifications~~[held by the candidate]~~;
- (f) Any organization of which the candidate is a member that is listed on the candidate's application; and
- (g) The website~~[Web site]~~ address where each candidate's materials are~~[filed Application for Trustee and resume is]~~ available for viewing.

(2) "Board" means the Board of Trustees of the Kentucky Retirement Systems or the Board of Trustees of the County Employees Retirement System.

(3) "Candidate" means a participant of the system for which the election is being held who is nominated by:

- (a) The ~~[Is nominated by the]~~ relevant board; or
- (b) Petition ~~[Is nominated by petition]~~ of the members of the relevant system.

(4) "Election year" means the year of the:

- ~~(a)~~ Expiration of a trustee's term of office; and~~[the year of the]~~
- ~~(b)~~ Trustee election.

(5) "Eligible voter" means any person who:

- (a) Is a participant of the system for which the vote is being taken on or before December 31 of the year preceding the election year; and
- (b) Has on file:
  1. A valid email address; or
  2. If a paper ballot is requested pursuant to KRS 61.645(4)(j), a valid physical mailing address.

- (6) "Plurality of votes" means a majority of valid votes cast in an election.
- (7) "Resume" means a document that at a minimum includes the participant's:
- (a) First and last name;
  - (b) Address;
  - (c) Phone number;
  - (d) E-mail address;
  - (e) Educational background; and
  - (f) Professional employment history that includes dates of employment, job title, employer name and address, and type of business.
- (8) "Term of Office" means the period of membership on the relevant Board, which begins on April 1 of the year elected or appointed and ends on March 31 four (4) years thereafter.
- (9) "Valid email address" means an email address the agency has on file for a participant that is operational and able to receive messages, or has not otherwise been deemed an invalid email address by the agency.
- (10) "Valid physical mailing address" means the mailing address on file at which~~for~~ a participant~~where he or she~~ is able to receive U.S. mail, including a:
- (a) Current ~~A current~~ street address;
  - (b) ~~A~~ Post Office box registered with the United States Postal Service; or
  - (c) Private ~~A private~~ mailbox registered with a commercial mail receiving agency established pursuant to the United States Postal Service regulation.
- (11) "Valid vote" means a timely cast vote by an eligible voter that clearly designates~~has clearly designated~~ the voter's choice of an eligible candidate or candidates.
- (12) "Write-in" means casting a valid vote for an eligible candidate~~a person~~ not listed on the ballot as a candidate by:
- (a) Inserting their~~his or her~~ name in the designated place when casting the vote by mail or electronically; or
  - (b) Providing their~~his or her~~ name when casting the vote by telephone.
- (13) "Write-in candidate" means a person who is not listed on the ballot as a candidate and has been inserted or provided as a write-in.

Section 2. Use of Third-party Vendors. Subject to KRS 61.505(3)(d), the agency may contract with third-party vendors to provide services for the trustee election process as provided by KRS 61.645(4) and 78.782(4).

Section 3. Election and ballot requirements.

- (1) At the expiration of an elected trustee's term of office, an election shall occur for the:
  - (a) ~~The~~ Kentucky Retirement Systems Board of Trustees pursuant to KRS 61.645; and
  - (b) ~~The~~ County Employees Retirement System Board of Trustees pursuant to KRS 78.782.
- (2) Ballots shall include:
  - (a) Candidates nominated by the Board in accordance with Section 4 of this administrative regulation;
  - (b) Candidates nominated by Petition in accordance with Section 5 of this administrative regulation; or
  - (c) A write-in option.
- (3)
  - (a) On or before June 30~~May 31~~ of the year immediately preceding an election year, the agency shall provide notice to current participants detailing the steps they~~he or she~~ shall take to become a potential candidate.
  - (b) A participant shall only be a potential candidate if they~~he or she~~:

1. Are [Hs] a member or retired member of the system in which they are [he or she is] seeking placement on the ballot, [or is a retired member with the majority of his or her service in that system];

2. Are a member or a retired member of County Employees Retirement System if they are seeking placement on the ballot for the County Employees Retirement System, and the agency verifies the majority of their [his or her] service was earned in that system in a:

a. Nonhazardous position if they are seeking placement on the ballot for a trustee position under KRS 78.782(1)(a)(1).

b. Hazardous position if they are seeking placement on the ballot for a trustee position under KRS 78.782(1)(a)(2);

3. ~~[2.]~~ Are [Hs] not statutorily prohibited by virtue of term limits as established in KRS 61.645(3) and 78.782(3);

4. ~~[3.]~~ Complete [Completes] the requirements of paragraph (c) of this subsection;

5. ~~[4.]~~ Pass [Passes] the background check in accordance with subsection (4)(b) of this section;

6. ~~[5.]~~ Are [Hs] determined constitutionally compatible in accordance with subsection (4)(c) of this section;

7. ~~[6.]~~ Are [Hs] not a current or former employee of the agency, Kentucky Retirement Systems, or County Employees Retirement System, or are not otherwise prohibited from being placed [for the Board in which he or she is seeking placement] on the ballot, [or] pursuant to KRS 61.545(6)(c) or 78.782(6)(c); and

8. ~~[7.]~~ Are [Hs] not in violation of any provision of KRS 11A.020 or 11A.040 by a court of competent jurisdiction or any other statute.

(c) Each participant seeking to be a potential candidate shall file in accordance with ~~the notice indicated in~~ paragraph (a) of this subsection:

1. A valid Application for Trustee;

2. A resume with cover letter;

3. A recent color photograph; and

4. An authorization for the agency to complete a background check.

(4)

(a) The agency shall review the filed documentation to ensure a potential candidate meets the requirements established in subsection (3)(b) of this section, and completed the requirements established in subsection (3)(c) of this section and KRS 61.645 and 78.782.

(b) A background check shall be completed for each potential candidate.

(c) If currently employed, the Kentucky Attorney General's Office shall review the potential candidate's employment to determine if it is constitutionally compatible with the trustee position in accordance with KRS 61.080, 61.645, 78.782, and the Kentucky Constitution Section 165. If the Kentucky Attorney General's Office indicates that the potential candidate's employment is not constitutionally compatible with the trustee position, the potential candidate shall be:

1. Excluded [Be excluded] from placement on the ballot; or

2. Included [Be included] for possible placement on the ballot if they provide a written statement confirming their agreement [he or she agrees] to resign from their [his or her] current position if elected, [and provides a written statement as such].

#### Section 4. Nomination by the Board.

(1) The agency shall provide the respective Board of each system [system's Board] with a list of potential candidates who meet the requirements of Section 3(3) and (4) of this

administrative regulation, and each of ~~their~~~~[his or her]~~ completed corresponding Applications for Trustee.

(2) The name of each candidate nominated by the respective Board within six (6) months prior to the end of a term of office shall be placed on the ballot.

#### Section 5. Petitions.

(1) To be included on the ballot by petition, the potential candidate shall file a valid petition no later than October 31 of the year preceding the election year~~[four (4) months from the end of the term of office set to expire]~~.

(2) A valid petition is a petition that:

(a) Meets the requirements of Section 3(3) and (4) of this administrative regulation; and

(b) KRS 61.645(4)(b) or 78.782(4)(b).

(3) Each petition shall be reviewed by the agency to verify that each signature belongs to a participant of the respective system.

(4) The name of each candidate who meets the requirements of this section shall be placed on the ballot.

#### Section 6. Default to electronic ballots.

(1) The agency shall notify each eligible voter that an electronic ballot shall be provided unless they request~~[he or she requests]~~ a modification to the ballot type received in accordance with subsection (2) of this section.

(2)

(a) A request to modify the ballot type shall be received on or before November 30 of the year preceding the election year in order to be effective for the upcoming election.

Modifications of the ballot type include changing from:

1. An ~~[From an]~~ electronic ballot to a paper ballot; and

2. A ~~[From a]~~ paper ballot to an electronic ballot.

(b) An eligible voter shall request a change in~~[change in]~~ the type of ballot:

1. Through the Self-Service Web site;

2. Via phone by calling the agency and providing their agency-issued~~[his or her agency issued]~~ personal identification number (PIN); or

3. By filing a signed written request.

(3) Once an eligible voter modifies the ballot type they receive~~[he or she receives]~~, the eligible voter shall receive the specified ballot type until they request~~[he or she requests]~~ a change in the ballot type in accordance with subsection (2) of this section.

#### Section 7. Ballot Preparation and Delivery.

(1) The agency or its third-party vendor shall prepare the official ballot within four (4) months of the nominations of the respective Board~~[no later than three (3) months prior to the expiration of the term of office]~~. The ballot shall:

(a) Provide a unique voter identification number;

(b) Provide details on how to vote~~[by telephone]~~;

(c) Contain instructions defining what constitutes a valid vote; and

(d) Indicate that any invalid vote shall not be counted.

(2) Ballots shall be provided to eligible voters~~[the eligible voter]~~ on or before January 28~~[20]~~ of the election year.

(a) The agency or its third-party vendor shall email electronic ballots to ~~[For an electronic ballot,]~~ the email address on file unless the eligible voter:

1. Has requested a paper ballot which shall be sent to their last valid physical mailing address on file; or

2. Only has a valid physical mailing address on file to which a paper ballot shall be sent. ~~[on or before December 31 of the year preceding the election year shall be~~

~~used. If the eligible voter does not have a valid email address on file, the electronic ballot shall not be sent. If the agency discovered the invalid email address on or before one (1) week prior to the deadline to cast a valid vote, a paper ballot shall be mailed in accordance with paragraph (b) of this subsection.]~~

~~[(b)] [For a paper ballot, the valid physical mailing address on file on or before December 31 of the year preceding the election year shall be used. If a returned paper ballot is received:]~~

~~[1.] [With notification of a new mailing address from the United States Postal Service, the ballot will be mailed to the new address if the notification is received on or before one (1) week prior to the date the vote shall be cast; or]~~

~~[2.] [With no notification of a new mailing address from the United States Postal Service on or before one (1) week prior to deadline to cast a valid vote, if the participant has a valid email address on file, an electronic ballot shall be sent in accordance with paragraph (a) of this subsection.]~~

~~(b) [(c)]~~ The ballot shall not be provided if there is no valid physical mailing address and no valid email address on file.

(3) The agency and its third-party vendor shall be held harmless for any incorrect email address or mailing address submitted by the participant or inadvertently entered by the agency or its third-party vendor.

#### Section 8. Casting of Votes.

(1) In order to be accepted and counted as a valid vote pursuant to KRS 61.645:

(a) Electronic votes and votes by telephone shall be cast on or before March 1 of the election year; and ~~[For an electronic vote or vote by telephone to be accepted and counted as a valid vote, it shall be cast on or before the end of day on March 1 of the election year, except as provided in paragraph (b) of this subsection.]~~

(b) Paper votes ~~[For paper voting, the vote]~~ shall be on a ballot postmarked to the required address by ~~[the end of day on]~~ March 1 of the election year.

(2)

(a) For an electronic or paper ballot, the eligible voter shall:

1. Indicate the candidate or candidates of their~~[his or her]~~ choice pursuant to KRS 61.645(4)(f) and 78.782(4)(f); or

2. Indicate a write-in option and add the name of an eligible participant as specified by the Board for which the vote is being cast.

(b) To cast a vote by electronic ballot, the eligible voter shall electronically sign the completed ballot on the Web site provided~~[to him or her]~~ and follow any other prompts.

(c) To cast a vote by paper ballot, the eligible voter shall sign the completed ballot and mail it to the address indicated on the paper ballot.

(3) To cast a vote by telephone, the eligible voter shall:

(a) Call the number provided on the paper or electronic ballot;

(b) Provide their~~[his or her]~~ unique voter identification number;

(c) Indicate the candidate or write-in candidate of their~~[his or her]~~ choice verbally; and

(d) Follow any other prompts.

(4) Each eligible voter shall cast only one (1) vote per open position in each applicable system and any subsequent vote received or submitted shall be invalid and not accepted.

#### Section 9. Review of Cast Votes.

(1) The third-party vendor shall review each cast vote to determine~~[ascertain]~~ whether it is a valid vote.

(2)

(a) Invalid votes shall include ballots:

1. Returned to the agency or third-party vendor for faulty or invalid physical mailing addresses or email addresses;
  2. Incorrectly returned or mailed to the street address of the agency or third-party vendor; or
  3. That do not comply with Section 8 of this administrative regulation.
- (b) Invalid votes shall not be considered or counted. Once the final results are announced, the ballots from these invalid votes shall be shredded or otherwise electronically destroyed by the third-party vendor and a certificate shall be provided to the agency confirming the shredding or destruction of these ballots.

#### Section 10. Tabulation of Votes.

- (1) After totaling the valid votes, the third-party vendor shall certify the results of the election in writing to the Chair of the respective Board in care of the Chief Executive Officer. The certified results shall be provided to the agency on or before March 15 of the election year.
- (2) Once all valid votes have been counted and the results are final, the third-party vendor shall destroy all ballots, including ballots or data generated and stored from electronic or telephone votes, and provide a certificate confirming the destruction of the ballots or data to the agency.
- (3) The candidate or write-in candidate with the plurality of ~~votes is~~<sup>votes is</sup> elected to the vacant trustee position and shall begin ~~their~~<sup>his or her</sup> term of office on April 1 of the election year.
- (4) The agency shall notify each balloted candidate~~[and write-in candidate]~~ of the outcome of the election.

#### Section 11. Board Vacancies.

- (1) The agency shall notify participants of the vacancy of an elected trustee during an unexpired term within thirty (30) days of the vacancy occurring. The notice shall detail the steps members or retired members shall take to become a potential candidate.
- (2) In order to be an eligible candidate for the trustee vacancy, a participant shall:
  - (a) Meet the requirements established in Section 3(3)(b) of this administrative regulation; and
  - (b) File the materials established in Section 3(3)(c) of this administrative regulation with the agency no later than sixty (60) days after the vacancy occurs.
- (3) The agency shall provide a list of eligible candidates to the applicable board for consideration and appointment by majority vote of the remaining elected trustees pursuant to KRS 61.645(5) or 78.782(5)(a).

#### Section 12. Incorporation by reference.

- (1) "Application for Trustee", March 2022, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Public Pensions Authority, 1260 Louisville Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the agency's Web site at <https://kyret.ky.gov>.

*RYAN BARROW, Executive Director*

APPROVED BY AGENCY: November 4, 2025

FILED WITH LRC: November 7, 2025 at 11:15 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on Monday, January 26, 2026 at 10:00 a.m. Eastern Time at the Kentucky Public Pensions Authority (KPPA), 1270 Louisville Road, Frankfort, Kentucky 40601. Individuals interested in presenting a public comment at this hearing shall

notify this agency in writing no later than five (5) workdays prior to the hearing of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made.

CONTACT PERSON: Carole J. Catalfo, Policy Specialist, Kentucky Public Pensions Authority. 1260 Louisville Road, Frankfort, Kentucky 40601. Phone (502) 696-8679, Fax (502) 696-8615, Email: [Legal.Non-Advocacy@kyret.ky.gov](mailto:Legal.Non-Advocacy@kyret.ky.gov)

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

**Contact Person:**Carole J. Catalfo

**Subject Headings:**Boards and Commissions, Retirements and Pensions, State Employees

**(1) Provide a brief summary of:**

**(a) What this administrative regulation does:**

This administrative regulation establishes the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of ballots, for trustee elections.

**(b) The necessity of this administrative regulation:**

This administrative regulation is necessary to establish the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of ballots, for trustee elections.

**(c) How this administrative regulation conforms to the content of the authorizing statutes:**

KRS 61.505(1)(g) authorizes the Kentucky Public Pensions Authority to promulgate administrative regulations on behalf of the Kentucky Retirement Systems and the County Employees Retirement System that are consistent with KRS 16.505 to 16.652, 61.505, 61.510 to 61.705, and 78.510 to 78.852. KRS 61.645(4)(j) and 78.782(4)(j) authorize the systems to promulgate an administrative regulation to implement the use of electronic and telephonic ballots in the trustee election process and requires paper ballots to be mailed upon request of any eligible voter. This administrative regulation establishes the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of ballots, for trustee elections.

**(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes:**

This administrative regulation assists with the effective administration of the statutes by establishing the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of ballots, for trustee elections.

**(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:**

**(a) How the amendment will change this existing administrative regulation:**

The amendment to this administrative regulation provides a date certain by which eligible participants must provide their materials to the agency so that they may be included on a ballot, additional time for the agency and election services vendor to notify participants of how to become a trustee candidate and create the ballot while remaining within the statutory voting deadlines, removes the restriction of only providing details about voting by telephone on the ballot, removes provisions regarding returned ballots that no longer comply with agency protocol for changing mail and email addresses, adds a section regarding filling trustee vacancies before the expiration of the term, and aligns language with KRS Chapter 13A drafting requirements.

**(b) The necessity of the amendment to this administrative regulation:**

Agency experience with elections and vendors, and needing additional time to develop, create, and mail ballots within regulatory and statutory deadlines, as well as qualifying for a bulk mail discount, prompted the amendment. The amendment to this administrative regulation is necessary to provide a date certain by which eligible participants must provide their materials to the agency so that they may be included on a ballot, additional time for the agency and election services vendor to notify participants of how to become a trustee candidate and create the ballot while remaining within the statutory voting deadlines, removes the restriction of only providing details about voting by telephone on the ballot, removes provisions regarding returned ballots that no longer comply with agency protocol for changing mail and email addresses, adds a section regarding filling trustee vacancies before the expiration of the term, and aligns language with KRS Chapter 13A drafting requirements. (c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 61.505(1)(g) authorizes the Kentucky Public Pensions Authority to promulgate administrative regulations on behalf of the Kentucky Retirement Systems and the County Employees Retirement System that are consistent with KRS 16.505 to 16.652, 61.505, 61.510 to 61.705, and 78.510 to 78.852. KRS 61.645(4)(j) and 78.782(4)(j) authorize the systems to promulgate an administrative regulation to implement the use of electronic and telephonic ballots in the trustee election process and requires paper ballots to be mailed upon request of any eligible voter. This administrative regulation establishes the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of ballots, for trustee elections.

**(c) How the amendment conforms to the content of the authorizing statutes:**

No answer provided.

**(d) How the amendment will assist in the effective administration of the statutes:**

The amendment to this administrative regulation will assist in the effective administration of the statutes by providing a date certain by which eligible participants must provide their materials to the agency so that they may be included on a ballot, additional time for the agency and election services vendor to notify participants of how to become a trustee candidate and create the ballot while remaining within the statutory voting deadlines, removes the restriction of only providing details about voting by telephone on the ballot, removes provisions regarding returned ballots that no longer comply with agency protocol for changing mail and email addresses, adds a section regarding filling trustee vacancies before the expiration of the term, and aligns language with KRS Chapter 13A drafting requirements.

**(3) Does this administrative regulation or amendment implement legislation from the previous five years? KRS 61.505 - Amended 2024 Ky. Acts ch. 55, sec. 1, effective July 15, 2024. -- Amended 2023 Ky. Acts ch. 28, sec. 1, effective June 29, 2023. -- Amended 2022 Ky. Acts ch. 216, sec. 2, effective April 14, 2022. -- Amended 2021 Ky. Acts ch. 102, sec. 76, effective April 1, 2021. -- Created 2020 Ky. Acts ch. 79, sec. 2, effective April 1, 2021. KRS 61.645 - Amended 2024 Ky. Acts ch. 55, sec. 13, effective July 15, 2024. -- Amended 2023 Ky. Acts ch. 94, sec. 3, effective June 29, 2023. -- Amended 2022 Ky. Acts ch. 216, sec. 12, effective April 14, 2022. -- Amended 2021 Ky. Acts ch. 102, sec. 66, effective April 1, 2021. -- Amended 2020 Ky. Acts ch. 79, sec. 4, effective April 1, 2021. KRS 78.782 - Amended 2024 Ky. Acts ch. 55, sec. 26, effective July 15, 2024. -- Amended 2023 Ky. Acts ch. 94, sec. 5, effective June 29, 2023. -- Amended 2022 Ky. Acts ch. 216, sec. 25, effective April 14,**

**2022. -- Amended 2021 Ky. Acts ch. 102, sec. 29, effective April 1, 2021. -- Created 2020 Ky. Acts ch. 79, sec. 3, effective April 1, 2021.**

**(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation:**

This administrative regulation will affect approximately 433,461 participants in the Kentucky Employees Retirement System, the State Police Retirement System, and the County Employees Retirement System. This administrative regulation will also affect the Kentucky Public Pensions Authority and its authorized vendors.

**(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:**

**(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment:**

The regulated community will be minimally impacted because the administrative regulation is already being substantially implemented as written. The amendment to this administrative regulation will assist in the effective administration of trustee elections by providing a date certain by which eligible participants must provide their materials to the agency so that they may be included on a ballot, additional time for the agency and election services vendor to notify participants of how to become a trustee candidate and create the ballot while remaining within the statutory voting deadlines, removes the restriction of only providing details about voting by telephone on the ballot, removes provisions regarding returned ballots that no longer comply with agency protocol for changing mail and email addresses, and adds a section regarding filling trustee vacancies before the expiration of the term.

**(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4):**

The cost of compliance with the amendment is minimal because the administrative regulation is already being substantially implemented as written.

**(c) As a result of compliance, what benefits will accrue to the entities identified in question (4):**

The regulated community will benefit from this amendment which provides a date certain by which eligible participants must provide their materials to the agency so that they may be included on a ballot, provides additional time for the agency and election services vendor to notify participants of how to become a trustee candidate and create the ballot while remaining within the statutory voting deadlines will also provide cost savings, removes the restriction of only providing details about voting by telephone on the ballot, removes provisions regarding returned ballots that no longer comply with agency protocol for changing mail and email addresses, and adds a section regarding filling trustee vacancies before the expiration of the term.

**(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:**

**(a) Initially:**

The cost of implementing the amendment is minimal because the administrative regulation is already being substantially implemented as written.

**(b) On a continuing basis:**

The continuing cost to implement the amendment is minimal.

**(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation or this amendment:**

Administrative expenses of the Kentucky Public Pensions Authority are paid from the Retirement Allowance Account (trust and agency funds).

**(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment:**

An increase in fees or funding will not be necessary.

**(9) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees:**

This administrative regulation does not establish or increase any fees directly or indirectly.

**(10) TIERING: Is tiering applied?**

Tiering is not applied. The regulated entity, potential trustee candidates, and members are subject to the same requirements, processes, and procedures.

## FISCAL IMPACT STATEMENT

**(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation:**

∴ KRS 61.505(1)(g) authorizes the Kentucky Public Pensions Authority to promulgate administrative regulations on behalf of the Kentucky Retirement Systems and the County Employees Retirement System that are consistent with KRS 16.505 to 16.652, 61.505, 61.510 to 61.705, and 78.510 to 78.852. KRS 61.645(4)(j) and 78.782(4)(j) authorize the systems to promulgate an administrative regulation to implement the use of electronic and telephonic ballots in the trustee election process and requires paper ballots to be mailed upon request of any eligible voter. This administrative regulation establishes the procedures and requirements for preparing and casting electronic, telephonic, and paper ballots, and the tabulation of ballots, for trustee elections.

**(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act:**

KRS 61.505(1)(g), 61.645(4)(j), 78.782(4)(j)

**(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions:**

The promulgating agency is the Kentucky Public Pensions Authority. This administrative regulation does not affect any other state unit, part, or division.

**(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):**

**1. Expenditures:**

**For the first year:None.**

**For subsequent years:None.**

**2. Revenues:**

**For the first year:None.**

**For subsequent years:None.**

**3. Cost Savings:**

**For the first year:The amendments should provide cost savings to the agency. Since the information for members employed as of December 31 does not arrive at the agency until around the second week in January, additional time to gather the information for, and delivery of, the mailing file to the election services vendor will eliminate short turnaround times that require overtime for agency audit and IT staff required to produce a second mailing after receiving the information. This could save the agency approximately \$1000.00 for 21.5 hours of collective staff time. The additional time to prepare ballots should also reduce mailing expenses and increase the bulk discount rate. Finally, there may be a greater response to the election services vendor RFP since vendors previously indicated the short turnaround would not provide their print vendors with enough time to meet the regulatory mailing date of January 20.**

**For subsequent years:This amendment could save the agency approximately \$1000.00 for 21.5 hours of collective staff time whenever a trustee election is held.**

**(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts):**

There are no affected local entities.

**(b) Estimate the following for each affected local entity identified in (4)(a):**

**1. Expenditures:**

**For the first year:N/A**

**For subsequent years:N/A**

**2. Revenues:**

**For the first year:N/A**

**For subsequent years:N/A**

**3. Cost Savings:**

**For the first year:N/A**

**For subsequent years:N/A**

**(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a):**

There are no additional regulated entities. (b) Estimate the following for each affected local entity identified in (5)(a):

**(b) Estimate the following for each regulated entity identified in (5)(a):**

**1. Expenditures:**

**For the first year:N/A**

**For subsequent years:N/A**

**2. Revenues:**

**For the first year:N/A**

**For subsequent years:N/A**

**3. Cost Savings:**

**For the first year:N/A**

**For subsequent years:N/A**

**(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a)**

**(a) Fiscal impact of this administrative regulation:**

The amendments should provide cost savings to the agency. Since the information for members employed as of December 31 does not arrive at the agency until around the second week in January, additional time to gather the information for, and delivery of, the mailing file to the election services vendor will eliminate short turnaround times that require overtime for agency audit and IT staff required to produce a second mailing after receiving the information. This could save the agency approximately \$1000.00 for 21.5 hours of collective staff time. The additional time to prepare ballots should also reduce mailing expenses and increase the bulk discount rate. Finally, there may be a greater response to the election services vendor RFP since vendors previously indicated the short turnaround would not provide their print vendors with enough time to meet the regulatory mailing date of January 20.

**(b) Methodology and resources used to reach this conclusion:**

This agency analyzed costs and procedures for past trustee elections, including overtime required for agency staff, the opportunity for better bulk discounts, and feedback from, and the shortage of, available election services vendors under the current regulatory deadlines.

**(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):**

**(a) Whether this administrative regulation will have a "major economic impact", as defined by KRS 13A.010(14):**

No, this administrative regulation will not have a major economic impact as defined by KRS 13A.010(13). This administrative regulation is already being substantially administered as written, and costs are covered in an existing contract between the Kentucky Public Pensions Authority and its election services vendor.

**(b) The methodology and resources used to reach this conclusion:**

This agency analyzed costs and procedures for past trustee elections, including overtime required for agency staff, the opportunity for better bulk discounts, and feedback from, and the shortage of, available election services vendors under the current regulatory deadlines.