

**PHOENIX FIRE DEPARTMENT**  
**VOLUME 1 – Operations Manual**  
**PENSION/BOARD ELECTIONS**  
**MP105.04 06/20 - R**

**POLICY**

When a vacancy occurs, or a term expires on the Firefighter's Pension Board, the Fire Chief or an assigned designee shall hold nominations and an election for that vacancy. These nominations and elections shall be governed by this procedure.

**NOMINATIONS**

Any active Department member may nominate themselves or any other active member of the Department who is a participant of the Firefighter's Pension Fund, as defined under Article 4, Chapter 5, Title 38 of the Arizona Revised Statute.

Members wishing to submit a name in nomination for the Pension Board shall make notification to the Administrative Office of the Fire Chief or its assigned designee. Nominated members should actively contact any fire station or Fire Department work area to communicate their desire to occupy the office they seek. This campaigning must be done during the campaigner's off-duty hours.

If one or more nominations are received and accepted, a notice will be published with the dates for voting (Shifts A, B, C) and the location of the ballot box.

All names received by the Fire Chief's Office or its assigned designee will be printed alphabetically on a nominating list and attached to the ballot box. **Only the names that are listed on the nominating list will be accepted. No write-ins will be counted.** As each member votes, they will log their name onto a sign-in sheet. This will provide for a count and record of members voting. This count will be compared to the ballots cast upon completion.

After voting has closed the ballots will be counted in the presence of members of the Fire Chief's staff or its designee and Local #493.

If any member receives 50% plus one vote of all the nominating ballots cast, that member shall be declared the winner and another election need not be held.

**RUN OFF ELECTION**

If no member receives a majority of 50 % plus one vote of all nominations cast, a run-off election will be held between the two candidates receiving the most nominations. If tied, selection will be determined by a coin toss.

The completed ballots shall be destroyed no sooner than 90 days from the certification of the election results by the Fire Chiefs staff/its designee and Local #493.