



Date: January 19, 2012

To: Active Members of the Houston Firefighters' Relief and Retirement Fund

Re: Board of Trustees Special Election to Fill **Position Number Three (III)**

The following serves as a notice requesting nominations for Position Number Three (III), in accordance with Section II, 7.04 and 8.01 of the Houston Firefighters' Relief and Retirement Fund Policies and Procedures Manual, which states:

7.04 Nomination forms shall consist of a statement including who is to be nominated and by whom.

8.01....Those who personally submit their nomination for a position I, II, III, IV, V or X on the Board of Trustees will automatically be placed on the ballot unless the Financial Disclosure Form is not submitted by the established deadline.

Nominees for **Board Position Three (III)** must be selected from the ranks of District Chief, Deputy Chief, or Assistant Chief.

Nomination forms may be downloaded from our web site [www.hfrrf.org](http://www.hfrrf.org), or picked up at the Fund office at 4225 Interwood North Parkway during normal business hours (7:30 a.m. to 4:00 p.m.). Non-preprinted nomination forms may be used, so long as the nomination form meets the requirements of Section II, 7.04 of the Fund's Policies and Procedures Manual.

Completed nomination forms may be hand delivered by the nominee or other interested party or mailed to the Fund office. Nomination forms must be received at the Fund Offices located at 4225 Interwood North Parkway, Houston, Texas 77032 during normal business hours (7:30 A.M. until 4:00 P.M.) between January 20, 2012 and the first Friday in March (**March 2, 2012**).

Candidates elected to **Position Number Three (III)** will serve the remaining three - year term of Richard Mann, who resigned as a trustee elected to position III beginning January 1, 2012. The dates for acceptance of the mail ballots for this position will be April 5, 2012 through May 3, 2012.

Sincerely,

A handwritten signature in blue ink that reads "F. X. Maher".

Francis "Frank" X. Maher  
Board Secretary

Attachment

# NOMINATION FORM

This serves as a nomination form for Position Number Three (III) of the Board of Trustees election, in accordance with Section II, 7.04 and 8.01 of the Houston Firefighters' Relief and Retirement Fund Policies and Procedures Manual, which states:

*7.04 Nomination forms shall consist of a statement including who is to be nominated and by whom.*

*8.01 ...Those who personally submit their nomination for a position I, II, III, IV, V or X on the Board of Trustees will automatically be placed on the ballot.....*

Any nomination form not completed in this manner will be considered void. Nominees for Position Number Three (III) must be selected from the ranks of District Chief, Deputy Chief, or Assistant Chief.

Nominee: \_\_\_\_\_ Position: **III**  
Name: signature payroll number

Nominated by: \_\_\_\_\_  
Name: **(please indicate if nominating self)** signature payroll number

*The candidate elected to Position Number Three (III) will serve a three-year term beginning January 1, 2012. The date for casting ballots for this position will be announced at a later date.*