



# Houston Firefighters' Relief and Retirement Fund

*Investing for Firefighters and Their Families®*

Dear Member,

Houston Firefighters' Relief and Retirement Fund, created by state statute, gives the Board of Trustees responsibility to administer the plan. The ten-member board consists of five active firefighters, one retired firefighter, two citizen members, the city's director, or finance (or their designee), and the mayor or their appointed representative. Elections are held annually for expiring firefighter positions.

The following is a summary of the upcoming election. The election process will include electronic communications. If you are not enrolled in Member Direct, please create an account with your personal email. For enrollment assistance, contact member services at 281-372-5100.

## Firefighter Trustee Positions

Position	Term Begins	Eligibility Requirements	Incumbent	Forms
<b>III</b>	Jan 2024	District Chief, Deputy Chief or Assistant Chief	Stephen R. Whitehead <b>Retiring</b>	<a href="#">Download</a>
<b>IV</b>	Jan 2024	Full-time Fire Prevention or Fire Investigation not Suppression Division	Pete NG	<a href="#">Download</a>

## Election Schedule

The election process begins in July for trustee positions that will expire on or before January 1 of the following year. Regular voting ends & winners are announced in late-October. If a run-off is required, the process may last another month. (*Special elections may be conducted at any time for vacant positions.*)

Regular Election Dates	Election Event	Run-off Election Dates
7/1	Call for Nominations	
8/1 – 8/18	Nomination Forms Accepted	
8/25	Nominee Paperwork Due	10/27
8/25	Election Meeting	10/27
9/29	Ballot Mail-out	11/3
10/2– 10/19	Voting	11/3 – 11/24
10/20	Results Announced	11/27

## **Nominations**

By July 1, members are notified of the upcoming election by HFRRF Summer RedLine Newsletter, HFRRF website (<https://www.hfrrf.org/board>) & HFD email system. To make a nomination, members submit a form that states who is being nominated and by whom. Members can submit their own nomination. The nomination form is available for download on <https://www.hfrrf.org/board> or may be picked up at HFRRF. Nomination forms will be accepted by HFRRF **August 1 – 18** during regular business hours at 4225 Interwood N Pkwy, Houston 77032. After hours, forms may be placed in the Member Drop Box located on the covered porch or submitted by email to [HFRRFelections@hfrrf.org](mailto:HFRRFelections@hfrrf.org). Deadline for nominations is **August 18 at 4pm**.

## **Nominees**

Members are notified of their nomination. To be included as a candidate on the ballot, nominees must submit Accept/Decline Nomination . Members who nominate themselves are automatically placed on the ballot. Nominees may submit a one-page election profile to be distributed with ballots. Required forms must be received by HFRRF no later than **4pm on August 25**.

## **Voting**

Voting is conducted by secret ballot through an independent auditor/election service. Each ballot is individually numbered & paper ballots cannot be reproduced. The service sends ballots, candidate profiles & voting instructions to all eligible members via email & USPS first class mail. Votes may be cast electronically or by mailed paper ballot. Ballots containing a write-in candidate will not be counted. All ballots must be received by the service **October 2 – 19**.

## **Run-Off**

Should a candidate for election fail to secure a majority of votes cast, a run-off election is held. The two candidates receiving the largest number of votes are eligible for the run-off & must submit a new Accept/Decline Nomination Form to the Fund by **October 27**. Ballots will be mailed/emailed to eligible voters. Run-off ballots must be received by the independent auditor/election service **November 3 – 24**.

## **Results**

The independent auditor/election service certifies election results for trustee positions to the HFRRF Board of Trustees. Election results will be announced **October 20** & run-off results on **November 27**. HFRRF posts election results on <https://www.hfrrf.org/board> .

Mark your calendar & be sure to vote! Questions with regards to the election process, call 281-372-5100.

Sincerely,



Board of Trustees Secretary  
Houston Firefighters' Relief and Retirement Fund  
4225 Interwood North Parkway  
Houston, TX 77032

**HFRRF Regular Business Hours: Monday – Friday 7:30am – 4:00pm**