



ASEA/AFSCME Local 52 Health Benefits Trust
PO Box 5434 Spokane, WA 99201 • 866-553-8206 (toll-free)
509-328-0300 • Fax: 509-328-8623 • www.aseahealth.org

ASEA Health Benefits Trust - Board of Trustees Notice of Nominations and Elections 2024

Trustee Nominations will be accepted from June 28 through July 19, 2024.

The Board is soliciting nominations to fill two Trustee positions. One Trustee position for the **At Large (Statewide) Trustee position** and one for the **Central Region**.

Candidate Requirements

To be considered for election to the Board of Trustees, an individual must be:

- An ASEA/AFSCME Local 52 member in good standing
- An ASEA/AFSCME Local 52 Health Benefits Trust member
- An employee of the State of Alaska in the General Government Unit whose status is any of the following: full-time, part-time, seasonal, on leave of absence, or on layoff
- The official workstation for a Central Region candidate is in the Municipality of Anchorage.
- The At Large or Statewide candidate is elected by the general membership who are Health Trust participants.

Trustee Responsibilities

The position of Trustee is serious, time consuming and uncompensated. The term of office is four (4) years. Nominees must be willing to participate in the responsibilities outlined below:

The Board of Trustees responsibilities include, but are not limited to,

- Administration of the plan of benefits
- Administration of the Trust Fund assets solely in the interest of the participants and their beneficiaries
- Compliance with Internal Revenue Code and other applicable laws
- Payment of current benefits and reasonable and prudent expenses necessary to manage the Trust
- The investment of contributions and other income not required for the payment of benefits or expenses.

The Board of Trustees owe a fiduciary duty to the participants and beneficiaries of this Trust and by law, all investment decisions must comply with Internal Revenue Code and the prudent investor rule.

Trustees should expect to attend approximately four (4) two-day board meetings and one (1) three-day board meeting per year. Most meetings are held in Anchorage. Subject to approval by the ASEA Business Manager, Trustees receive union release time and/or ASEA Business Leave for work time needed to attend Trust meetings. Trustees are reimbursed by the Health Trust for reasonable travel expenses, defined in Trust policies, for travel necessary to carry out their responsibilities. Trustees should expect to spend additional time on teleconference meetings, committee assignments, and reviewing written materials in preparation for assignments and meetings.

You can read more about Trustee responsibilities on the Health Trust website at aseahealth.org: click “More” from the navigation button at the top of the home page and then scroll down to “Running for Trustee”.

Submitting a Nomination Petition

There are two ways to obtain an Information Packet:

1. Contact the Trust Administrator by phone: 866-553-8206 or email through “Contact Us” on the website.
2. Go to the Health Trust website: aseahealth.org and click on “More” from the navigation bar at the top of the website homepage, then “Running for Trustee” and print out the appropriate documents listed under “interested in Running?”

As part of the nomination process, the individual must sign the following documents to show that they have read, understand and consent to them:

- Trustee Application
- Trustee Responsibilities Overview
- Trustee Agreement



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Submitting a Nomination Petition *continued*

A complete Nomination Petition must include completed and signed:

- Trustee Application
- Trustee Responsibilities Overview
- Trustee Agreement
- Statement of Qualifications (up to 450 words): In accordance with election criteria established in the Trust Agreement, effective September 28, 2005, a Statement of Qualifications should be limited to information on the Nominee's credentials for the position of Trustee, taking into consideration the individuals' knowledge of employee benefits issues, special training pertaining to benefit plans and/or fiduciary responsibility and other unique qualifications, training, or knowledge. The Statement of Qualifications will be included on the website ballot and with mailed paper ballots. **The statement should be typed using MS Word and must be submitted via email as a Word document attachment.**

An optional photo may also be submitted to be included on the website ballot:

- Submit a digital photo saved in a JPEG (jpg) file format
- Photo should be a head shot
- Equipment should be set to the largest photo size
- Photos should be sent via email

The Trust will accept Nomination Petitions by a mail, fax or by attaching it to an email through "Contact Us". Fax submissions must include a cover sheet stating "Attention: Trust Administrator".

ASEA/AFSCME Local 52 Health Benefits Trust

Attention: Board of Trustees

P.O. Box 5434

Spokane, WA 99205

Fax: 509-323-7614

Email: Through "Contact Us" on the website

Phone: 866-553-2806 (toll free)

The deadline to submit nominations is 5:00 PM, AKDT - July 19, 2024

The ASEA/AFSCME Local 52 Health Benefits Trust is not responsible for any failure of telecommunications, technology or equipment. Regardless of the method of submission, candidates are encouraged to call the Trust Administrator prior to the deadline to confirm that their documents were received.

Election Period: August 05 through September 05, 2024

ONLINE VOTING: Beginning August 05, 2024 members can log in to the secure section of the ASEA Health Trust website, aseahealth.org to vote. Not a registered member on the website yet? It's simple and quick and can be done at any time. If you would prefer a paper ballot, contact the election monitor, Sramek-Hightower CPA at 907-677-3320.

The election will close at 5:00 PM AKDT on September 5, 2024. The votes will be tallied on September 6, 2024 and the results will be posted to the ASEA Health Trust website.

Online and paper ballots will only be available to ASEA members in good standing.

For the Central Region position, only members in good standing whose workstation is in the Municipality of Anchorage are eligible to vote. To ensure you meet the eligibility requirements, please contact the union to verify your correct mailing address and workstation. (The union maintains records of which participants work in the various regions, while the Health Trust does not.)

The winner of this Trustee election is the candidate receiving the majority of votes cast in the election. In an election with 3 or more candidates, the candidate receiving the most number of votes will be declared the winner, provided that candidate receives at least 40% of the valid ballots cast. If no candidate received at least 40% of the valid ballots cast, a runoff election will be held between the two candidates with the most number of votes. If only one nomination is received for an elected Trustee position, and if the nominee is determined to be eligible, the Board will declare that nominee elected. No write-in candidates will be permitted. The terms for this Trustee position will take effect following action by the Board.