

LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (LACERS)
 202 W. First Street, Suite 500
 Los Angeles, CA 90012-4401

2014 ELECTION CALENDAR
 Office of Employee Member of the LACERS Board of Administration
 Term Ending June 30, 2019

January 24 (Fri.)	LACERS shall formally notify the City Clerk and the General Manager of the Personnel Department of the election, and forward notices of the upcoming election and nominating procedure to all work sites.
February 7 (Fri.)	Nominating Petitions will be available at the LACERS Office, 202 W. First Street, Suite 500, Los Angeles, CA 90012-4401 during regular office hours of 8:00 a.m. to 5:00 p.m., Monday to Friday.
February 21 (Fri.)	The deadline to file Nominating Petitions and the Qualification Statement Form will be at 5:00 p.m. on February 21, 2014 at the LACERS Office, 202 West First Street, Suite 500, Los Angeles, CA 90012-4401. A candidate must be nominated by petition with a minimum of 100 but no more than 200 valid signatures from other active LACERS members in order to qualify for the election ballot. Interested candidates have the option to submit a typewritten statement of qualifications (not to exceed 250 words) to be enclosed with the official ballot and voting instructions, and an occupational ballot designation to appear on the ballot under the candidate's name. Any candidate who does not submit a qualification statement or an occupational ballot designation by the Nominating Petition filing deadline shall be considered to have declined to file a statement, and the appropriate sections for the qualification statement or occupational ballot designation shall be left blank.
February 25 (Tues.)	A public drawing of letters to determine the random alphabetical order of appearance of the candidates' names upon the ballot will be conducted at 9:00 a.m. on February 25, 2014 at the City Clerk – Election Division Office, 555 Ramirez Street, Space 300, Los Angeles, CA 90012.
March 4 (Tues.)	LACERS shall provide a Primary Roster of active LACERS members on record as of March 4, 2014 to the City Clerk containing each eligible voter's name, address, and last four digits of their Social Security Number. The Primary Roster shall be certified by the LACERS General Manager and transmitted electronically to the City Clerk – Election Division for mailing of election materials to eligible voters.
March 14 (Fri.)	A Notice of Election with a sample ballot shall be posted in the City Clerk – Election Division Office specifying the election date, names of each qualifying candidate, voting eligibility rules, and voting instructions. The Notices of Election will be forwarded to all work sites.
March 19 (Wed.)	An official ballot, voting instructions, and candidate qualification statements will be mailed to the home address of each eligible voter. An identification envelope and return envelope will also be included in the ballot packet to enclose and return the voted ballot.
March 20 (Thurs.)	Beginning March 20, 2014, ballots marked in accordance with the voting instructions may be deposited in any United States postal mailbox in time to be received by the City Clerk – Election Division Office no later than 5:00 p.m. on April 3, 2014, the day of the election. The voter shall enclose the voted ballot in the provided identification envelope with the voter's name, mailing address, last four digits of their Social Security Number, signature, and date of signature affixed on the identification envelope. The identification envelope containing the voted ballot and voter information shall be returned in the provided return envelope.

<p>March 28 (Fri.)</p>	<p>Candidates may each designate no more than two (2) observers to observe that ballots are properly cast and votes are properly counted at the City Clerk - Election Division tally center on April 7, 2014. Candidates may also observe in addition to the designated observers. The names of all designated observers and candidates who wish to attend shall be presented to the City Clerk – Election Division no later than 5:00 p.m. on March 28, 2014.</p>
<p>March 27 (Thurs.) through April 3 (Thurs.)</p>	<p>New employees having become active LACERS members on or after March 4, 2014 may present themselves in the City Clerk – Election Division Office during regular office hours of 8:00 a.m. to 5:00 p.m. on Monday to Friday to obtain an official ballot no earlier than March 27, 2014, and no later than 5:00 p.m. on April 3, 2014. A certificate from the Personnel Department must be presented to verify the fact of their eligibility to vote, which can be obtained by calling the LACERS Office at (213) 473-7169 prior to the date of election.</p> <p>Eligible voters may personally deposit their ballots enclosed in a return envelope in the ballot box located in the City Clerk – Election Division Office during regular office hours no earlier than March 27, 2014, and no later than 5:00 p.m. on April 3, 2014.</p> <p>Any eligible voter who has inadvertently damaged or spoiled an official ballot may obtain a replacement ballot by calling (213) 978-0440. Any eligible voter who has lost or did not receive an official ballot may obtain a replacement ballot upon filing a signed Affidavit of Loss/Non-Receipt at the City Clerk – Election Division Office no later than April 3, 2014.</p>
<p>April 3 (Thurs.) ELECTION DAY</p>	<p>Any eligible voter who has not cast a ballot by mail may do so in person at the City Clerk – Election Division Office during the regular office hours of 8:00 a.m. to 5:00 p.m.</p> <p>LACERS shall provide to the City Clerk a Supplemental Roster of voters who have retired, resigned, or otherwise lost their status as an active LACERS member on or after March 5, 2014. The Supplemental Roster shall be certified by the LACERS General Manager and transmitted electronically to the City Clerk – Election Division.</p>
<p>April 7 (Mon.)</p>	<p>The ballots will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on April 7, 2014. The candidate who receives at least 50% plus one of all votes cast shall be declared elected to the position of Employee Member of the Board for the term ending June 30, 2019. If no candidate receives a majority of all votes cast, a run-off election will be conducted on May 9, 2014 for the two candidates receiving the highest number of votes. If two candidates are tied for the most votes, both candidates will be included on the run-off election ballot. A drawing of lots shall be conducted by the City Clerk if more than two candidates receive an equal number of votes to determine which top two candidates shall be included on the run-off election ballot.</p>
<p>April 10 (Thurs.)</p>	<p>Any challenges to the proceedings, acts or omissions that may be material to the election shall be filed by written notice to the City Clerk no later than April 10, 2014. The City Clerk will review the protests and submit a report of findings and recommendations to the LACERS Board of Administration within 14 calendar days after the date of election.</p>
<p>April 17 (Thurs.)</p>	<p>The City Clerk shall furnish the official certified results of the election to the LACERS Board of Administration within 14 calendar days after the date of election.</p>

RUN-OFF ELECTION (if necessary)

April 9 (Wed.)	LACERS shall provide to the City Clerk a Run-off Roster of active LACERS members on record as of April 9, 2014. The Run-off Roster shall be certified by the LACERS General Manager and transmitted electronically to the City Clerk – Election Division for mailing of run-off election materials to eligible voters.
April 16 (Wed.)	A Run-Off Election Notice with a sample ballot shall be posted in the City Clerk – Election Division Office specifying the run-off election date, names of each qualifying candidate, voting eligibility rules, and voting instructions. The Notices will be forwarded to all work sites.
April 23 (Wed.)	A run-off election ballot containing the names of the two (2) candidates receiving the highest number of votes will be mailed to the home address of each eligible voter.
April 24 (Thurs.)	Beginning April 24, 2014, ballots marked in accordance with the voting instructions may be deposited in any United States mailbox in time to be received at the City Clerk – Election Division Office no later than 5:00 p.m. on May 9, 2014, the day of the run-off election. The voter shall return the identification envelope containing the voted ballot and voter information in the provided return envelope.
May 6 (Tues.)	Candidates may each designate no more than two (2) observers to observe that ballots are properly cast and votes are properly counted at the City Clerk – Election Division tally center on May 13, 2014. Candidates may also observe in addition to the designated observers. The names of all designated observers and candidates who wish to attend shall be presented to the City Clerk – Election Division no later than 5:00 p.m. on May 6, 2014.
May 2 (Fri.) through May 9 (Fri.)	<p>New employees having become active LACERS members on or after April 9, 2014 may present themselves in the City Clerk – Election Division Office during regular office hours to obtain a run-off election ballot no earlier than May 2, 2014, and no later than 5:00 p.m. on May 9, 2014. A certificate from the Personnel Department must be presented to verify the fact of their eligibility to vote, which can be obtained by calling the LACERS Office at (213) 473-7169 prior to the date of the run-off election.</p> <p>Eligible voters may personally deposit their ballots enclosed in a return envelope in the ballot box located in the City Clerk – Election Division Office during regular office hours no earlier than May 2, 2014, and no later than 5:00 p.m. on May 9, 2014.</p> <p>Any eligible voter who has inadvertently damaged or spoiled a run-off election ballot may obtain a replacement ballot by calling (213) 978-0440. Any eligible voter who has lost or did not receive an official ballot may obtain a replacement ballot upon filing a signed Affidavit of Loss/Non-Receipt at the City Clerk – Election Division Office no later than May 9, 2014.</p>
May 9 (Fri.) RUN-OFF ELECTION DAY	<p>Any eligible voter who has not cast a ballot by mail may do so in person at the City Clerk – Election Division Office during the regular office hours of 8:00 a.m. to 5:00 p.m.</p> <p>LACERS shall provide to the City Clerk a Run-Off Supplemental Roster of voters who have retired, resigned, or otherwise lost their status as an active LACERS member on or after April 10, 2014. The Run-Off Supplemental Roster shall be certified by the LACERS General Manager and transmitted electronically to the City Clerk – Election Division.</p>
May 13 (Tues.)	The ballots will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on May 13, 2014. The candidate who receives the majority of all votes cast shall be declared elected to the position of Employee Member of the Board for the term ending June 30, 2019. A drawing of lots shall be conducted by the City Clerk in the case of a tie.
May 16 (Fri.)	Any challenges to the proceedings, acts or omissions that may be material to the run-off election shall be filed by written notice to the City Clerk no later than May 16, 2014. The City Clerk will review the protests and submit a report of findings and recommendations to the LACERS Board of Administration within 14 calendar days after the date of run-off election.
May 23 (Fri.)	The City Clerk shall furnish the official certified results of the run-off election to the LACERS Board of Administration within 14 calendar days after the date of election.