

LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (LACERS)

202 W. First Street, Suite 500

Los Angeles, CA 90012-4401

2015 ELECTION CALENDAR

Office of Retired Member of the Board of Administration

Term Ending June 30, 2020

January 16 (Fri.)	LACERS shall formally notify the City Clerk of the 2015 Retired Member Election, and provide the Self-Nomination Packet to the City Clerk – Election Division.
January 23 (Fri.)	LACERS shall transmit a Primary Roster of LACERS Retired Members on record as of January 10, 2015 to the City Clerk – Election Division for mailing of election materials.
February 6 (Fri.)	The Preliminary Notification of Election, Election Calendar, Instructions for Preparation, and Notice of Intent to Run Form shall be mailed to the mailing address of each eligible voter.
February 27 (Fri.)	The deadline to file a Notice of Intent to Run Form, an optional Qualification Statement, and an optional Occupational Ballot Designation will be at 5:00 p.m. on February 27, 2015 at the City Clerk – Election Division Office, 555 Ramirez Street, Space 300, Los Angeles, CA 90012. Interested candidates have the option to submit a typewritten statement of qualifications (not to exceed 250 words in length) 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. Candidates may submit their candidate packet by U.S. Postal Mail, or personally deliver it to the City Clerk – Election Division Office during regular office hours within seven (7) business days preceding the deadline of February 27, 2015 at 5:00 p.m. Any candidate who does not submit a qualification statement or occupational ballot designation by the filing deadline shall be considered to have declined to file a statement or designation, and the appropriate sections for the qualification statement or occupational ballot designation shall be left blank.
March 3 (Tues.)	A public drawing of letters to determine the random alphabetical order of appearance of the candidates' names upon the ballot shall be conducted at 9:00 a.m. on March 3, 2015 at the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012.
March 11 (Wed.)	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.
March 20 (Fri.)	An official ballot, voting instructions, and candidate qualification statements will be mailed to the mailing 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 21 (Sat.)	Beginning March 21, 2015, voted ballots marked in accordance with the voting instructions may be deposited in any U.S. postal mailbox in time to be received by the City Clerk – Election Division Office no later than 5:00 p.m. on April 10, 2015, 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. Any eligible voter who has lost, damaged, spoiled, or did not receive a ballot may obtain a replacement by calling the City Clerk – Election Division Office at (213) 978-0440 or by presenting themselves at the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 upon filing an Affidavit of Loss/Non-Receipt with the City Clerk – Election Division.

April 3 (Fri.) through April 10 (Fri.)	Beginning April 3, 2015, eligible voters may personally deposit the voted ballot in the ballot box located in the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 during regular business hours of Monday to Friday, 8:00 a.m. to 5:00 p.m., within seven (7) calendar days preceding the day of the election. Newly Retired Members of the System, having retired within thirty (30) days of the election and wish to vote, may present themselves at the City Clerk – Election Division Office to obtain a ballot with a Certificate of Eligibility to Vote issued by LACERS. A Certificate of Eligibility to Vote can be obtained by calling the LACERS Board Office at (213) 473-7169 no later than one day prior to the day of the election.
April 7 (Tues.)	Candidates may each designate no more than two (2) observers at the tally center to observe that ballots are properly cast and the votes are properly counted. Candidates may also observe in addition to the designated observers. Names of all observers and candidates who wish to attend shall be submitted to the City Clerk – Election Division by calling (213) 978-0440 no later than Tuesday, April 7, 2015 at 5:00 p.m.
April 10 (Fri.) ELECTION DAY	Any eligible voter who has not cast a ballot by mail may do so in person at the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 during regular business hours beginning on April 3, 2015 until 5:00 p.m. on April 10, 2015. LACERS shall transmit a Supplemental Roster of Members that have retired and qualify as eligible voters on or after January 10, 2015, and individuals that are deceased or otherwise lost their status as Retired Members since January 10, 2015.
April 14 (Tues.)	The ballots will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on April 14, 2015. The candidate who receives at least 50% plus one of all votes cast shall be declared elected to the position of Retired Member of the Board for the five-year term ending June 30, 2020. If no candidate receives a majority of all votes cast in the initial election, a run-off election shall be conducted on May 15, 2015 for the two candidates receiving the highest number of votes.
April 17 (Fri.)	Any challenges to the election proceedings, acts, or omissions which may be material to the election shall be filed by written notice to the City Clerk – Election Division Office no later than April 17, 2015. The City Clerk – Election Division will also review any protests filed not more than three (3) business days after the ballot count, and submit a report of findings and recommendations with the official certified election results.
April 24 (Fri.)	The City Clerk shall furnish the official certified election results to the Board of Administration within fourteen (14) calendar days after the election.
RUN-OFF ELECTION (IF NECESSARY)	
April 17 (Fri.)	LACERS shall transmit a Run-Off Roster of LACERS Retired Members on record as of April 4, 2015 to the City Clerk – Election Division for mailing of run-off ballots if no candidate receives a majority of the votes cast in the initial election. The run-off ballot shall contain the names of the two (2) candidates receiving the highest number of votes. If two candidates receive an equal number of votes, both candidates shall be included on the run-off election ballot. If more than two candidates receive an equal number of votes, the candidates shall draw lots at a time and place designated by the City Clerk to determine the top two candidates to be included on the run-off election ballot. 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.
April 24 (Fri.)	An official run-off ballot and voting instructions will be mailed to the mailing 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.

April 25 (Sat.)	<p>Beginning April 25, 2015, voted run-off ballots marked in accordance with the voting instructions may be deposited in any U.S. postal mailbox in time to be received by the City Clerk – Election Division Office no later than 5:00 p.m. on May 15, 2015, the day of the run-off 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> <p>Any eligible voter who has lost, damaged, spoiled, or did not receive a ballot may obtain a replacement by calling the City Clerk – Election Division Office at (213) 978-0440 or by presenting themselves at the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 upon filing an Affidavit of Loss/Non-Receipt with the City Clerk – Election Division.</p>
May 8 (Fri.) thru May 15 (Fri.)	<p>Beginning May 8, 2015, eligible voters may personally deposit the voted ballot in the ballot box located in the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 during regular business hours of Monday to Friday, 8:00 a.m. to 5:00 p.m., within seven (7) calendar days preceding the run-off election.</p> <p>Newly Retired Members of the System, having retired within thirty (30) days of the run-off election and wish to vote, may present themselves at the City Clerk – Election Division Office to obtain a ballot with a Certificate of Eligibility to Vote issued by LACERS. A Certificate of Eligibility to Vote can be obtained by calling the LACERS Board Office at (213) 473-7169 no later than one day prior to the day of the election.</p>
May 12 (Tues.)	<p>Candidates may each designate no more than two (2) observers at the tally center to observe that ballots are properly cast and the votes are properly counted. Candidates may also observe in addition to the designated observers. Names of all observers and candidates who wish to attend shall be submitted to the City Clerk – Election Division by calling (213) 978-0440 no later than May 12, 2015 at 5:00 p.m.</p>
May 15 (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 at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 during regular business hours beginning on May 8, 2015 until 5:00 p.m. on May 15, 2015.</p> <p>LACERS shall transmit a Run-Off Supplemental Roster of Members that have retired and qualify as eligible voters on or after April 4, 2015, and individuals that are deceased or otherwise lost their status as Retired Members since April 4, 2015.</p>
May 19 (Tues.)	<p>The run-off ballots will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on May 19, 2015. The candidate who receives the majority of all votes cast shall be declared elected to the position of Retired Member of the Board for the five-year term ending June 30, 2020. The City Clerk – Election Division Office shall conduct a drawing of lots in the case of a tie to determine which candidate shall be declared elected to the position.</p>
May 22 (Fri.)	<p>Any challenges to the election proceedings, acts, or omissions which may be material to the election shall be filed by written notice to the City Clerk – Election Division Office no later than May 22, 2015. The City Clerk – Election Division will also review any protests filed not more than three (3) business days after the ballot count, and submit a report of findings and recommendations with the official certified election results.</p>
May 29 (Fri.)	<p>The City Clerk shall furnish the official certified election results to the Board of Administration within fourteen (14) calendar days after the election.</p>

INSTRUCTIONS FOR PREPARATION AND SUBMISSION

NOTICE OF INTENT TO RUN FORM INCLUDING QUALIFICATION STATEMENT AND OCCUPATIONAL BALLOT DESIGNATION

Any LACERS Retired Member is eligible to self-nominate as a candidate for the 2015 Election of the Retired Member of the LACERS Board of Administration for a five-year term ending June 30, 2020. Interested candidates are required to submit the Notice of Intent to Run Form by 5:00 p.m. on Friday, February 27, 2015 to the City Clerk – Election Division Office in order to be placed on the election ballot, and have the option to submit a Qualification Statement and Occupational Ballot Designation with the Notice of Intent to Run Form.

Qualification Statement

The optional Qualification Statements submitted by the deadline will be printed at no expense to the candidate, and will be mailed to all eligible voters with the official ballot and voting instructions. This in no way restricts candidates from printing and distributing additional material at their own expense. Guidelines for the type of material appropriate for inclusion in the Qualification Statements are set forth below:

- Statements must be typewritten with a maximum of 250 words. Statements exceeding the maximum length will be cut by words from the end until they are within 250 words.
- Statements should be factual and relate only to the candidate's own qualifications relevant to the position of the Elected Retired Member of the Board, which may include information on education, work experience, years of service, date of retirement, and other relevant qualifications.
- A disclaimer will be printed along with the Qualification Statements indicating that only the candidates are responsible for their respective statements, and that neither LACERS nor the City Clerk – Election Division have verified the truth or accuracy of the information contained in the statements.

Because printing time is very short, there will be no opportunity for candidates to review proofs. It is therefore recommended that candidates carefully review their Qualification Statement to correct errors in grammar, spelling, and content before submitting them to the City Clerk – Election Division Office. Any candidate not submitting a Qualification Statement by the deadline will be considered to have declined to file a statement, and the appropriate section for the Qualification Statement shall be left blank.

Occupational Ballot Designation

Candidates may specify an Occupational Ballot Designation on the Notice of Intent to Run Form to appear immediately under the candidate's name on the ballot at no expense to the candidate. An Occupational Ballot Designation is a three-word designation of either: (A) the candidate's current principal profession, vocation, or occupation; or (B) the candidate's principal profession, vocation or occupation during calendar year 2014. In the event that the candidate makes no designation, none shall be printed on the ballot. If a candidate is retired from the designated profession, the candidate may choose to have "(Retired)" printed on the ballot immediately after the Occupational Ballot Designation. The person who currently holds the position of the Elected Retired Member of the Board for the term expiring on June 30, 2015 shall have "(Incumbent)" printed on the ballot immediately after the candidate's name in addition to the Occupational Ballot Designation.

Submission

The Notice of Intent to Run Form with an optional Qualification Statement and Occupational Ballot Designation must be submitted by 5:00 p.m. on Friday, February 27, 2015 either by U.S. Postal Mail in time to be received by the deadline, or by personal delivery to the City Clerk – Election Division Office at 555 Ramirez Street, Space 300, Los Angeles, CA 90012 from 8:00 a.m. – 5:00 p.m. beginning on Thursday, February 19, 2015 until Friday, February 27, 2015.

QUESTIONS – Inquiries regarding this election may be directed to the City Clerk – Election Division Office at (213) 978-0440, or to the LACERS Board Office at (213) 473-7169.

NOTICE OF INTENT TO RUN FORM

I am a Retired Member of the Los Angeles City Employees' Retirement System (LACERS). **I hereby nominate myself as a candidate** for the 2015 Election for the Retired Member of the LACERS Board of Administration for a five-year term ending June 30, 2020.

Last Name: _____ First Name: _____ M.I. _____

Mailing Address: _____

Daytime Telephone Number: _____ E-mail Address: _____

Last 4 Digits of Social Security Number: _____

QUALIFICATION STATEMENT (OPTIONAL)

The Qualification Statement can be typewritten on a separate sheet of paper not to exceed 250 words, and must be submitted with this Form by 5:00 p.m. on Friday, February 27, 2015. Punctuation is not counted. Geographical names, abbreviations, numbers, hyphenated words that generally appear in standard dictionaries, symbols, dates, and website addresses may be counted as one word. The Statement may include factual information on your own education, work experience, years of service, retirement date, and other qualifications relevant to the position of the Elected Retired Member of the Board.

OCCUPATIONAL BALLOT DESIGNATION (OPTIONAL)

The occupational designation will be printed under the candidate's name on the ballot and shall consist of three words describing either: (A) the current principal profession, vocation or occupation of the candidate, or (B) the principal profession, vocation or occupation of the candidate during the calendar year immediately preceding the filing of the candidate's Notice of Intent to become a candidate. The candidate may also choose to have "Retired" printed on the ballot immediately following the occupational ballot designation.

Candidate's Signature

Date