

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

2016 SPECIAL ELECTION CALENDAR
 Office of Employee-Member of the Board of Administration

Unexpired Term Ending June 30, 2018

Apr 26 (Tue.)	LACERS shall formally notify the City Clerk and the General Manager of the Personnel Department of the election.
May 2 (Mon.)	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 p.m. Monday to Friday.
May 16 (Mon.)	The deadline to file Nominating Petitions and the Qualification Statement Form will be at 5:00 p.m. on May 16, 2016 at the LACERS Office, 202 W. 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 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 sections for the qualification statement or occupational ballot designation shall be left blank.
May 18 (Wed.)	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 May 18, 2016 at the City Clerk – Election Division Office, 555 Ramirez Street, Space 300, Los Angeles, CA 90012.
May 25 (Wed.)	LACERS shall provide a Primary Roster of active LACERS members as of May 25, 2016 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.
May 25 (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. The Notice of Election will be forwarded to all work sites.
June 10 (Fri.)	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.
June 11 (Sat.)	Beginning June 11, 2016, 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 June 24, 2016, 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 return envelope provided.

<p>June 17 (Fri.) through June 24 (Fri.)</p>	<p>New employees having become active LACERS members on or after May 25, 2016 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.</p> <p>New Employees must present a Personnel Department – issued Certificate verifying their eligibility to vote, the certificate can be obtained at City Personnel Department, Employment Verification Section, 700 East Temple Street, Los Angeles, CA 90012.</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 of 8:00 a.m. to 5:00 p.m., on Monday to Friday.</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/No-Receipt at the City Clerk – Election Division Office no later than June 24, 2016.</p>
<p>June 21 (Tue.)</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 June 28, 2016. 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 June 21, 2016.</p>
<p>June 24 (Fri.) 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 May 25, 2016. The Supplemental Roster shall be certified by the LACERS General Manager and transmitted electronically to the City Clerk – Election Division.</p>
<p>June 28 (Tue.)</p>	<p>The ballot will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on June 28, 2016. The candidate who receives a plurality of all votes cast shall be declared elected to the position of Employee Member of the Board for the unexpired term ending June 30, 2018.</p>
<p>July 1 (Fri.)</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 July 1, 2016. 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>July 8 (Fri.)</p>	<p>The City 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>