

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

2018 ELECTION CALENDAR
 Office of Employee-Member of the Board of Administration

Term Ending June 30, 2023

February 2 (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 14 (Wed.)	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.
February 28 (Wed.)	The deadline to file Nominating Petitions and the Qualification Statement Form will be at 5:00 p.m. on Feb. 28, 2018 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.
March 2 (Fri.)	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 March 2, 2018 at the City Clerk – Election Division Office, 555 Ramirez Street, Space 300, Los Angeles, CA 90012.
March 12 (Mon.)	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.
March 27 (Tue.)	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.
April 3 (Tue.)	Beginning April 3, 2018, 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 10, 2018, 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>April 3 (Tue.) through April 10 (Tue.)</p>	<p>New employees having become active LACERS members on or after March 18, 2018 may present themselves in the City Clerk – Election Division Office during regular office hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, to obtain an official ballot no earlier than April 3, 2018, and no later than 5:00 p.m., on April 10, 2018.</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 no earlier than April 3, 2018 and no later than 5 p.m. on April 10, 2018. 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 April 10, 2018.</p>
<p>April 6 (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 12, 2018. 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 April 6, 2018.</p>
<p>April 10 (Tue.) 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>April 12 (Thur.)</p>	<p>The ballot will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on April 12, 2018. The candidate who receives a plurality of all votes cast shall be declared elected to the position of Employee Member of the Board ending June 30, 2023. If no candidate receives a majority of all votes cast, a run-off election will be conducted on May 18, 2018 for the two candidates receiving the highest number of votes.</p>
<p>April 17 (Tue.)</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 17, 2018. 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 24 (Tue.)</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>
<p>RUN OFF IF NECESSARY</p>	
<p>April 25 (Wed.)</p>	<p>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.</p>
<p>May 2 (Wed.)</p>	<p>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.</p>

May 11 (Fri.)	<p>New employees having become active LACERS members on or after April 14, 2018 may present themselves in the City Clerk – Election Division Office during regular office hours of 8:00 a.m. to 5:00 p.m., Monday to Friday, to obtain an official ballot no earlier than May 11, 2018, and no later than 5:00 p.m., on May 18, 2018.</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 no earlier than May 11, 2018 and no later than 5 p.m. on May 18, 2018. 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 May 18, 2018.</p>
May 14 (Mon.)	<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 May 22, 2018. 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 14, 2018.</p>
May 18 (Fri.) RUNOFF 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>
May 22 (Tue.)	<p>The ballot will be counted and tallied at the City Clerk – Election Division Office starting at 9:00 a.m. on May 22, 2018. The candidate who receives a plurality of all votes cast shall be declared elected to the position of Employee Member of the Board ending June 30, 2023.</p>
May 25 (Fri.)	<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 May 25, 2018. 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>
June 1 (Fri.)	<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>