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**2018 ELECTION FOR EMPLOYEE MEMBER OF THE LACERS BOARD
OF ADMINISTRATION FOR A FIVE-YEAR TERM ENDING JUNE 30, 2023**

PRELIMINARY NOTIFICATION OF ELECTION

All qualified active members of the Los Angeles City Employees' Retirement System (LACERS) will be eligible to vote in the 2018 election for the Employee Member of the LACERS Board of Administration. The winner of this election will begin serving on July 1, 2018 for a five-year term ending June 30, 2023.

BOARD MEMBER DUTIES – The Board exercises either the Prudent Person Standard or Prudent Expert Standard (depending on the subject matter) in the discharge of its duties. It has sole and exclusive fiduciary responsibility to administer LACERS and its assets for the primary benefit of its members; has the authority to set and adopt investment policies for over \$17 billion in fund assets; and has the duty to establish actuarial assumptions and adopt rules and regulations necessary to administer the System. Training and educational opportunities are available to help Board Members understand their duties and how to perform them.

As part of a seven-member Board, Board Members may be assigned to committees. Preparation for Regular and Committee meetings requires an individual to commit hours of advance reading for discussion items and disability cases. The LACERS Board of Administration Regular Meetings are held on the second and fourth Tuesdays of each month at 10:00 a.m. Most meetings, including Special and Committee meetings, may last from one to four hours.

ELECTION PROCESS – For any active LACERS member interested in becoming a candidate, Nominating Petition Packages will be available at the LACERS Office, 202 West First Street, Suite 500, Los Angeles, CA 90012-4401, beginning on Wednesday, February 14, 2018 until Wednesday, February 28, 2018 during regular office hours of 8:00 a.m. to 5:00 p.m. The Nominating Petitions must signed by at least 100 active LACERS members (not to exceed 200 signatures), and returned to the LACERS Office **no later than 5:00 p.m. on Wednesday, February 28, 2018** in order to qualify for the election ballot. Interested candidates have the option to submit a Qualification Statement Form with a typewritten statement of qualifications (not to exceed 250 words in length) to be enclosed with the official ballot and voting instructions, which may include information on education, work experience, years of service, and other qualifications relevant to the position of Employee Member of the Board. Candidates may also include a three-word occupational ballot designation on the Qualification Statement Form, which will appear on the ballot under the candidate's name to describe the candidate's current principal profession, vocation or occupation; or the candidate's prior principal profession, vocation, or occupation during calendar year 2017. Any candidate who does not submit a qualification statement or occupational ballot designation by the deadline on Wednesday, February 28, 2018 will be considered to have declined to file a statement, and the appropriate sections for the qualification statement or occupational ballot designation will be left blank. A public drawing to determine the order of appearance of the candidates' names upon the ballot will be conducted at 9:00 a.m. on Friday, March 2, 2018 at the City Clerk - Election Division Office, Piper Technical Center, 555 Ramirez Street, Space 300, Los Angeles, CA 90012.

An official ballot containing the names of all qualified candidates, voting instructions, and candidate qualification statements will be mailed to the home address of each eligible voter on Tuesday, March 27, 2018. Voted ballots must be received by the City Clerk - Election Division Office no later than 5:00 p.m. on Tuesday, April 10, 2018. The City Clerk - Election Division will tally the votes on Thursday, April 12, 2018 starting at 9:00 a.m. in the presence of candidates and up to two observers designated by each respective candidate, if so requested. The candidate that receives at least 50% plus one of all votes cast will be declared as the elected Employee Member of the Board. If no candidate receives a majority of all votes cast, a run-off election will be conducted for the two candidates that receive the highest number of votes.

If a run-off election is necessary, a ballot containing the names of the two candidates receiving the highest number of votes will be mailed to each active LACERS member on Wednesday, May 2, 2018. Ballots must be received by the City Clerk - Election Division Office no later than 5:00 p.m. on Friday, May 18, 2018. The City Clerk - Election Division will tally the votes on Tuesday, May 22, 2018 in the presence of candidates and up to two observers designated by each respective candidate, if so requested. The candidate that receives the most votes will be declared the winner of the election.

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