

# Los Angeles County Employees Retirement Association Election



August 11, 2015

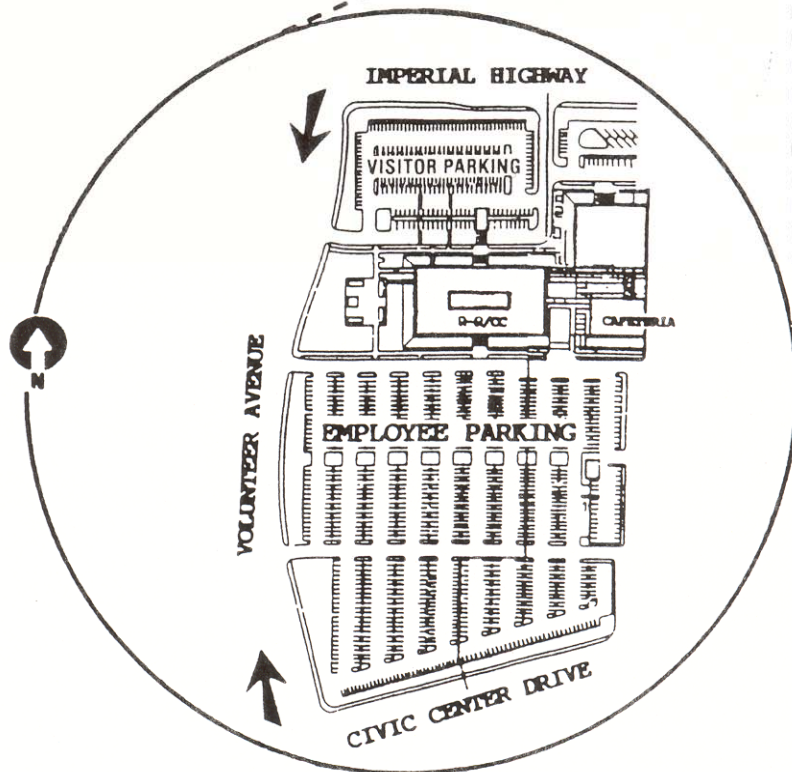
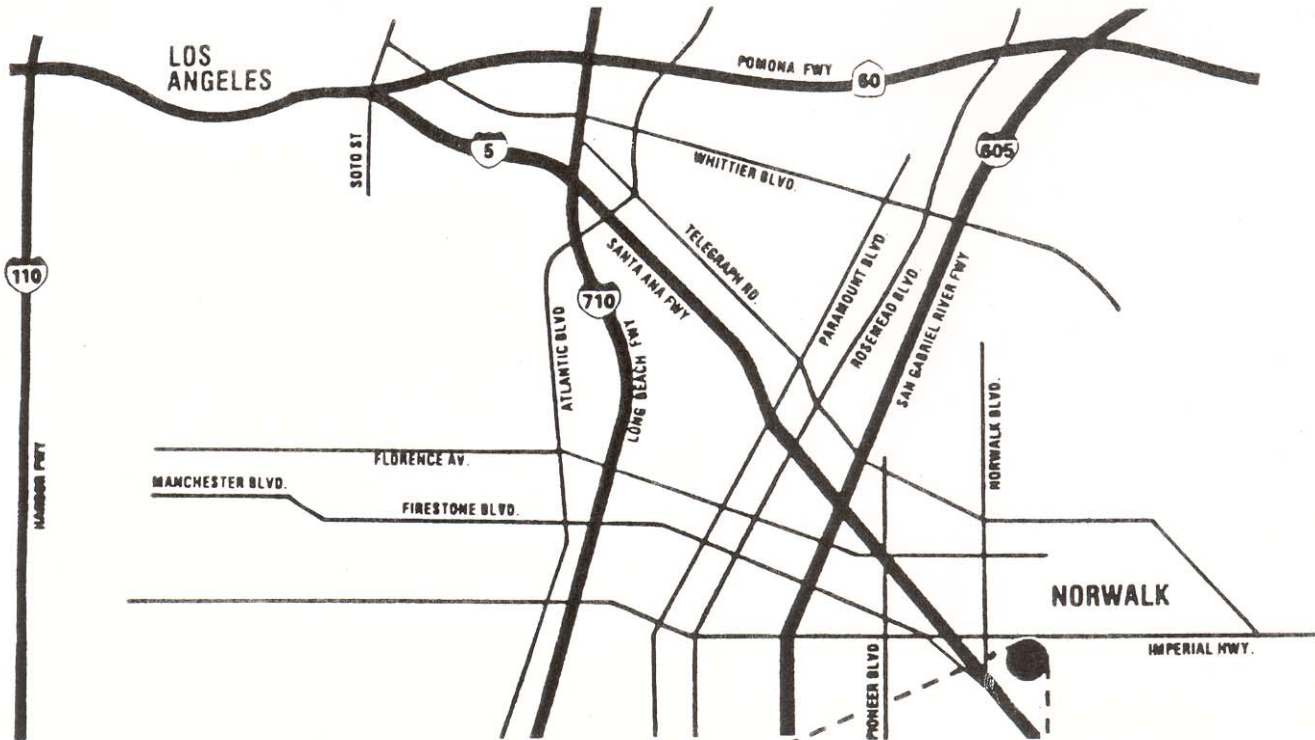
3rd Member Board of Investments  
3rd Member Board of Retirement



Los Angeles County Registrar-Recorder/County Clerk

Prepared by  
The Election Coordination Unit  
(562) 462-2912  
[www.lavote](http://www.lavote)

**COUNTY OF LOS ANGELES**  
**REGISTRAR-RECORDER/COUNTY CLERK**  
**12400 IMPERIAL HWY, NORWALK, CA 90650**



## **NOTICE**

This LACERA Candidate Information Handbook has been prepared to assist you in filing documents relating to the election. It includes a calendar of events, general information, established procedures, and filing requirements. It is not intended to provide legal advice and is for general reference and guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk to determine whether a candidate meets the requirements. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Candidate Information Handbook must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.



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# *General Information*

*General Information and Rules for Candidates*

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## GENERAL INFORMATION

State law requires that the Board of Supervisors conduct an election to fill vacant or expired seats on the Los Angeles County Employees Retirement Association (LACERA) Board of Investments and Board of Retirement.

LACERA is a public entity separate from the County of Los Angeles that was created to provide retirement, disability and death benefits to Los Angeles County employees.

LACERA is comprised of two managing boards, the Board of Investments and the Board of Retirement. For more information, you can visit the LACERA website at <http://www.lacera.com/home/index.html>.

### LACERA'S BOARD STRUCTURE

The **Board of Retirement** has nine members and two alternate members.

The **Board of Investments** has nine members.

The Los Angeles County Board of Supervisors appoints four members to each board. The other members are elected as follows:

**General Member** employees elect two members for each board. **Safety Member** employees elect one member for each board and an alternate member for the Board of Retirement. **Retired Members** elect one member for each board and an alternate member for the Board of Retirement. The County Treasurer and Tax Collector is required by law to serve on both boards as an ex-officio member.

- A **General Member** is a person who is working at least three-quarter time as a permanent employee for the County or for an outside district, and who is earning service credit in a retirement plan.
- A **Safety Member** is a permanent employee of Los Angeles County working three-quarter time or more in firefighting, forestry, lifeguarding, or law enforcement (including District Attorney Investigators).
- A **Retired Member** is a former Los Angeles County or outside district employee who has taken either a service retirement or a disability retirement.

LACERA administrators manage the retirement funds for the County of Los Angeles. LACERA is the largest county retirement system in the United States, serving more than 156,000 members. The LACERA membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities, all contributing to the greater welfare of Los Angeles County.

**NOTE:** The offices of **3<sup>rd</sup> Member, Board of Investments** and **3<sup>rd</sup> Member, Board of Retirement** for General Members are scheduled for election on **August 11, 2015**. The General Members of LACERA are eligible to vote in this election. The total eligible voting population is approximately **81,309 members**.

**IMPORTANT RULES FOR PROSPECTIVE CANDIDATES** — LACERA Candidates may not use County of Los Angeles time or County resources to further their campaign or election efforts. This includes **conducting unauthorized walk-throughs in County office areas during regular work shift hours, the use of any County of Los Angeles equipment, and/or using County space for campaigning purposes.** Solicitation for candidate support should be limited to lunch, break times and off-duty hours.

**BULLETIN BOARD/CAMPAIGN MATERIAL** — Department Heads will designate bulletin board space for all candidates to post campaign material provided it includes the following disclaimer:

**Employees are prohibited from using County time or County resources to further the campaign or election of the candidate.**

Campaign material without this disclaimer is not acceptable for posting or distributing on County property. Any election rule violations by a county employee(s) is subject to discipline, including discharge from County employment. (See Rule Number 16 of the Resolutions for 3<sup>rd</sup> Member, Board of Investments and 3<sup>rd</sup> Member, Board of Retirement.)

# *CHAPTER 1*

## *Calendar of Events*

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## CALENDAR OF EVENTS

### LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION GENERAL MEMBERS — AUGUST 11, 2015

All documents are to be filed with and duties performed by the  
Registrar-Recorder/County Clerk (RR/CC) unless otherwise specified.

DATES	EVENTS
<b>May 11 (M) through June 9 (Tu)</b> <b>5:00 p.m.</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>E – 92</b></span> <span><b>E – 63</b></span> </div>	<p><b>CANDIDATE FILING</b> During this period nomination documents may be obtained and filed.</p> <p><b>CANDIDATE STATEMENT OF QUALIFICATIONS</b> During this period all candidates may file a statement of qualifications not to exceed <b>200</b> words.</p>
<b>June 10 (W)</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>E – 62</b></span> </div>	<p><b>STATUS OF NOMINEE</b> The Registrar-Recorder/County Clerk (RR/CC) shall check the signatures on the nominating petitions and notify each nominee of his/her qualifying status.</p> <p><b>Note:</b> On this date a list of Qualified Candidates/ Nominees will be posted on the RR/CC website (<a href="http://www.lavote.net">www.lavote.net</a>).</p> <p>If by this date the RR/CC determines that only one member has been duly nominated to each office, the RR/CC shall notify the Board of Supervisors and the BOS shall order that no election be held.</p> <p>On this date the RR/CC is scheduled to certify qualified candidates to the Executive Office of the Board of Supervisors.</p>
<b>June 15 (M) through June 19 (F)</b> <b>5:00 p.m.</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>E – 57</b></span> <span><b>E – 53</b></span> </div>	<p><b>PUBLIC EXAMINATION PERIOD</b> During this period statements of qualifications shall be open for public examination for 5 business days excluding weekends and holidays. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.</p>
<b>June 16 (Tu)</b> <b>2:00 p.m.</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><b>E – 56</b></span> </div>	<p><b>RANDOM DRAWING OF CANDIDATE NAMES FOR PLACEMENT ON THE BALLOT</b> The public random drawing shall take place in the Executive Office of the Board of Supervisors at <b>2:00 p.m.</b> for both the Board of Investments and the Board of Retirement.</p>

CALENDAR OF EVENTS (continued)

DATES	EVENTS
June 22 (M) E – 50	<b>CANDIDATE STATEMENT OF QUALIFICATIONS</b> Statements of qualifications approved by the Registrar-Recorder/County Clerk may be viewed at: <a href="http://bos.lacounty.gov/Services/ConflictofInterestLobbyist/LACERA/Election.aspx">http://bos.lacounty.gov/Services/ConflictofInterestLobbyist/LACERA/Election.aspx</a>
June 26 (F) through July 2 (Th) 5:00 p.m. E – 46 E – 40	<b>MAILING OF BALLOTS</b> During this period, the RR/CC will mail ballots to eligible LACERA General Members.
July 7 (Tu) E – 35	<b>MAILING OF BALLOTS — VERIFICATION</b> On or before this date the Registrar-Recorder/County Clerk will forward to the Executive Officer of the Board of Supervisors verification that all ballots were mailed to eligible LACERA Members.
July 14 (Tu) through July 20 (M) E – 28 E – 22	<b>REQUEST FOR A DUPLICATE BALLOT</b> First and last day General Members can request a duplicate ballot which must be in writing to their Department Election Coordinator. The Department Election Coordinator will contact the Registrar-Recorder/County Clerk to mail a duplicate ballot. <b>See sample of request form on page 14.</b> A listing of all Election Coordinators can be accessed through the following link:  <a href="http://bos.lacounty.gov/Services/ConflictofInterestLobbyist/LACERA/Election.aspx">http://bos.lacounty.gov/Services/ConflictofInterestLobbyist/LACERA/Election.aspx</a>
July 21 (Tu) E – 21	<b>REQUESTS SUBMITTED TO RRCC</b> Deadline for Departmental/Agency Election Coordinator to submit duplicate/replacement ballot request to RR-CC.
July 24 (F) E – 18	<b>DUPLICATE BALLOTS</b> Last day for Registrar-Recorder/County Clerk to mail duplicate ballots.
Aug. 11 (Tu) 5:00 p.m. ELECTION DAY	<b>ELECTION DAY</b> All ballots must be delivered via U.S. mail or in person to the Registrar-Recorder/County Clerk.

CALENDAR OF EVENTS (continued)

DATES	EVENTS
<b>Aug. 13 (Th)</b> <b>E + 2</b> <b>10:00 a.m.</b>	<b>BALLOTS TALLIED/COUNTED</b> RR/CC tallies (counts) all ballots for the election.
<b>Aug. 14 (F)</b> <b>E + 3</b>	<b>ELECTION CERTIFICATION</b> The RR/CC is scheduled to certify election results to the Executive Office of the Board of Supervisors.  <b>NOTICE TO CANDIDATES</b> No later than this date, the RR/CC shall telephone each candidate receiving more than 20 percent of the total votes cast as to the certification of election results and send written notice of the results via U.S. Mail.
<b>Aug. 21 (F)</b> <b>E + 10</b> <b>5:00 p.m.</b>	<b>RECOUNT</b> Last day a written request for a recount may be filed with the RR/CC. The candidate filing the request for the recount shall bear the cost by submitting a deposit with the RR/CC <b>before</b> the recount is commenced and at the <b>beginning of each</b> day until the recount is completed or cancelled. These amounts cover the cost of the recount for that day.  <b>PROTEST</b> Last day any candidate desiring to request the results of the election may file a written request with the Executive Office of the Board of Supervisors. The written request must specify the grounds for the protest and be accompanied by supporting documentation.
<b>Aug. 28 (F)</b> <b>E + 17</b>	<b>COMMENCING A RECOUNT</b> Last day for the Registrar-Recorder/County Clerk to commence a recount.
<b>Sep. 22 (Tu)</b> <b>E + 42</b>	<b>ELECTION RESULTS</b> Election results will be declared official by the Board of Supervisors on this date or any other meeting date following completion of a recount.

LEGEND: E- or E+ = Election minus or plus days before or after the election date.





# *CHAPTER 2*

## *Candidate Qualifications and Office Information*

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## CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION

The following LACERA General Member offices are up for election:

OFFICE	TERM OF OFFICE	NOMINATING SIGNATURES
3 <sup>rd</sup> Member, Board of Investments  3 <sup>rd</sup> Member, Board of Retirement	Beginning <b>January 1, 2016</b> through <b>December 31, 2018</b> <b>(Three year)</b>	<b>50</b> (Active General Members, who themselves were active General Members on March 1, 2015)

**LACERA CANDIDATES** — All candidates for Board of Investments and/or the Board of Retirement **must** be active General Members of the Los Angeles County Employees Retirement Association.

**FILING FEE** — No fee is required.

**PLACEMENT OF NAME ON BALLOT** — The random drawing of names, which determines ballot name order, shall take place in the Executive Office of the Board of Supervisors.

**VOTES REQUIRED TO ELECT A CANDIDATE** — The person receiving the highest number of votes shall be declared elected. In the event two or more persons tie for first place, the winner shall be determined by drawing lots before the Board of Supervisors.



# CHAPTER 3

## *General Information and Filing Procedures*

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## GENERAL INFORMATION AND FILING PROCEDURES

All Candidate Nominating Petition forms must contain the candidate's name, Los Angeles County Department work location and the elective office title to which he or she is seeking election. Each **candidate or authorized agent** will receive oral and written instructions regarding procedures to be followed in completing the nomination process when the forms are issued.

**WRITTEN AUTHORIZATION FROM CANDIDATE — NOMINATION DOCUMENTS  
WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON.**

The authorization must be signed by the candidate.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays at the **public counter** in the **Election Information Section** as listed below.

Nomination documents must be **mailed or delivered** to the following addresses:

MAIL	DELIVER
Registrar-Recorder/County Clerk <b>Election Planning Section</b> Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650	Registrar-Recorder/County Clerk <b>Election Information Section</b> Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650
(Indicate on envelope nomination documents enclosed)	(Business Hours: 8:00 a.m. to 5:00 p.m.)

The Registrar-Recorder/County Clerk **cannot** legally accept or process any candidate nominating petitions sent via U.S. Mail or personal delivery **AFTER 5:00 P.M. on June 9, 2015**, which is the filing deadline.

**CANDIDATE WITHDRAWAL** — Withdrawal of candidacy is permitted up to and including the deadline date to file candidate nomination documents.

**EXTENSION OF CANDIDATE FILING** — There are no provisions for an extension of time for filing candidate nominating documents.


**WRITE-IN CANDIDATES** — There are no provisions for Write-In Candidates. Therefore, no Write-In votes shall be counted.

# AUTHORIZATION TO PICK UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

LACERA candidates who will have their candidate nomination documents picked up and/or filed **via an agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a generic **sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your agent.

	<b>COUNTY OF LOS ANGELES</b> <b>REGISTRAR-RECORDER/COUNTY CLERK</b>	<b>ELECTION PLANNING SECTION</b> <b>(562) 462-2317</b>
<b>AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS</b>		
I, _____, candidate for the office <small>CANDIDATE'S NAME — PLEASE PRINT</small>		
of _____ hereby authorize <small>OFFICE TITLE</small>		
<small>AGENT'S NAME</small> _____		<small>AGENT'S PHONE NUMBER</small> _____
to receive and/or file the following nomination documents: Please check applicable forms ( <input type="checkbox"/> )		
<input type="checkbox"/> Signature in Lieu of Filing Fee Petitions		<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement		<input type="checkbox"/> Ballot Designation Worksheet
<input type="checkbox"/> Nominating Petitions		<input type="checkbox"/> Other: _____ (Specify)
<input type="checkbox"/> Declaration of Intention		
I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.		
I request that my name be placed upon the ballot as follows: (Please print)		
<small>FIRST NAME</small> _____	<small>MIDDLE NAME OR INITIAL</small> _____	<small>LAST NAME</small> _____
My residence address is:		
<small>STREET ADDRESS</small> _____		
<small>CITY</small> _____	<small>STATE</small> _____	<small>ZIP CODE</small> _____
My telephone numbers are: <small>DAYTIME</small> (____) _____		<small>EVENING</small> (____) _____
<small>FAX</small> (____) _____		
My Internet addresses are: <small>WEBSITE</small> _____		<small>E-MAIL</small> _____
I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.) <div style="text-align: center; color: red; font-weight: bold;">INFORMATION FOR PUBLICATION</div> <small>STREET ADDRESS</small> _____ <small>CITY</small> _____ <small>STATE</small> _____ <small>ZIP CODE</small> _____ <small>DAYTIME PHONE</small> : (____) _____ <small>EVENING PHONE</small> : (____) _____ <small>FAX</small> : (____) _____ <small>WEBSITE</small> : _____ <small>E-MAIL</small> : _____		
<small>CANDIDATE SIGNATURE</small> _____		<small>DATE</small> _____



## CANDIDATE NOMINATION PROCESS

If you are planning on filing as a candidate for elective office, there are five (5) easy steps to the candidate nomination process.

### STEP 1 — APPLYING FOR CANDIDATE NOMINATION DOCUMENTS

Candidates or authorized agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Name as you wish it to appear on ballot.
2. Residence address.
3. Telephone number.
4. E-mail and/or web site address.
5. Address and telephone number for publication/media/internet.
6. Elective office title for which you are applying.
7. Signature and date.

GENERAL MEMBERS (ACTIVE)		FOR OFFICE USE	
LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM		SEQ. NO. _____	
COUNTY EMPLOYEE ELECTION			
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPITAL LETTERS)			
FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)	LAST	
RESIDENCE STREET ADDRESS			
CITY NAME			ZIP CODE
TELEPHONE NUMBER			
DAYTIME ( )		EMAIL:	
OFFICE TITLE			
THIRD MEMBER, BOARD OF INVESTMENTS			
COUNTY DEPARTMENT NAME			
"I am aware of the qualifications for office"			
SIGNATURE OF CANDIDATE OR AGENT			DATE
FOR OFFICE USE ONLY			
ISSUE DATE	FILED DATE	TYPIST NAME	
_____	_____	_____	

Lacera 2015, 3rd/2015, 1/1/2015

Information on the form is used in preparing nomination documents. It is important that the information is accurate as it will be printed on listings distributed to the news media and general public.

## CANDIDATE NOMINATION PROCESS (continued)

### STEP 2 — ISSUING LACERA PACKETS

Candidates will receive a LACERA packet containing a letter to the candidate, a Candidate Information Handbook, nomination petitions and Board adopted election resolutions, including the Powers and Duties for designated board members.

#### BELOW IS A SAMPLE OF THE LETTER TO THE CANDIDATE

The candidate letter must be signed by the candidate or an authorized agent acknowledging receipt of the nomination filing packet which includes:

1. The nomination petitions.
2. Candidate Statement of Qualifications Form.
3. The resolution containing pertinent dates and information pertaining to the election.
4. The Candidate Information Booklet.

This letter also confirms that the candidate and/or the authorized agent is aware of the following:

1. The qualifications of candidacy for the elective office.
2. The requirements for filing a Candidate Statement of Qualifications.
3. The last day to file nomination papers (June 9, 2015).
4. The rules of conduct.

The sample letter is on official letterhead for the Los Angeles County Registrar-Recorder/County Clerk, Dean C. Logan. It includes a header with the county seal and a skyline graphic. The letter is addressed to a candidate and lists the contents of the nomination package: nomination petitions, a candidate statement of qualifications form, a resolution, and a candidate information booklet. It also lists the items the candidate is aware of, including qualifications for candidacy, filing requirements, the last day to file (June 9, 2015), and rules of conduct. The letter concludes with a signature line for the candidate or authorized representative, a contact number for the Election Planning Section, and a thank you. At the bottom, there is a table for office use only with fields for Deputy Initials and Date, and a footer with the website LVote.net | LRecorder.net and a reference number RP155A Aug2015.

Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan  
Registrar-Recorder/County Clerk

Dear Candidate:

This package contains the nomination documents required for filing as a candidate for the August 11, 2015 Los Angeles County Employees Retirement Association Election.

The following items have been received:

1. NOMINATION PETITIONS (2)
2. CANDIDATE STATEMENT OF QUALIFICATIONS FORM (1)
3. RESOLUTION (1) containing key dates and rules
4. CANDIDATE INFORMATION BOOKLET

I am aware of the following:

1. QUALIFICATIONS FOR CANDIDACY FOR OFFICE
2. REQUIREMENTS FOR FILING CANDIDATE STATEMENT OF QUALIFICATION FORMS
3. LAST DAY TO FILE NOMINATION PAPERS/PETITIONS: June 9, 2015
4. THE FOLLOWING RULES OF CONDUCT:

- Each department head shall allow nominees to solicit nominating signatures and candidates to engage in campaign-related activities during working hours on County property, provided such signature solicitation and campaign activities are conducted during the employees' lunch, break time, or other off-duty time and does not interfere with County operations or the conduct of County business.
- Any statement of qualifications filed with the Registrar-Recorder/County Clerk shall be limited to a recitation of the nominee's own personal background and qualifications, and shall not in any way make reference to other nominees or to another nominee's qualifications.
- Any County employee who is a candidate in this election is a candidate in his or her personal capacity, and may not use County time or County resources to further his or her campaign or election. Any candidate who violates this provision, or has others violate this provision on behalf of his or her candidacy, is subject to discipline, including discharge from County employment.
- Campaign material shall clearly state that employees are prohibited from using County time or County resources to further the campaign or election of the candidate.
- Allegations of candidate misconduct shall not constitute grounds for a new election, but, if later substantiated, may lead to administrative discipline or criminal culpability (Rule #30).

For more information, please see resolutions for Board of Investments and Board of Retirement, and the "General Information" section of the Candidate Information Booklet.

\_\_\_\_\_  
CANDIDATE or AUTHORIZED REPRESENTATIVE

Please call the Election Planning Section immediately at (562) 462-2317, if you have any questions regarding the enclosed materials.

Thank You.

OFFICE USE ONLY	
Deputy Initials	Date

LVote.net | LRecorder.net

RP155A Aug2015

## CANDIDATE NOMINATION PROCESS (continued)

### STEP 3 — SIGNER QUALIFICATIONS

1. Nomination Petitions must be signed by at least **50 or more active General Members, who themselves were active General Members on March 1, 2015** for the following offices:

- 3<sup>rd</sup> Member, Board of Retirement
- 3<sup>rd</sup> Member, Board of Investments

No member may sign more than one nominating petition.

2. **Each signer must** print and sign their own name, include their Employee Number and their Los Angeles County Department work location. For non-Los Angeles County employees who are active general members, the outside agency name should be given.

### STEP 4 — FILING NOMINATION PETITIONS

1. Nomination Petitions must be filed with the RR/CC no later than Tuesday, **June 9, 2015 by 5:00 p.m.** Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding weekends and holidays.
2. The RR/CC will examine the signatures on Nomination Petitions and notify each nominee of his or her status no later than **Wednesday, June 10, 2015.**

#### BELOW IS A SAMPLE OF A CANDIDATE NOMINATION PETITION

##### FRONT

CANDIDATE NOMINATING PETITION – PAGE 1	
THIRD MEMBER, BOARD OF INVESTMENTS	
LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION	
AUGUST 11, 2015	
We the undersigned General Members of the Los Angeles County Employees Retirement Association nominate:	
an employee of _____ Department:	
1. Print Last First	Employee # Department
2. Print Last First	Employee # Department
3. Print Last First	Employee # Department
4. Print Last First	Employee # Department
5. Print Last First	Employee # Department
6. Print Last First	Employee # Department
7. Print Last First	Employee # Department
8. Print Last First	Employee # Department
9. Print Last First	Employee # Department
10. Print Last First	Employee # Department
11. Print Last First	Employee # Department
12. Print Last First	Employee # Department
13. Print Last First	Employee # Department
14. Print Last First	Employee # Department
15. Print Last First	Employee # Department
16. Print Last First	Employee # Department
17. Print Last First	Employee # Department
18. Print Last First	Employee # Department
19. Print Last First	Employee # Department
20. Print Last First	Employee # Department

(OVER)

##### BACK

CANDIDATE NOMINATING PETITION – PAGE 2	
21. Print Last First	Employee # Department
22. Print Last First	Employee # Department
23. Print Last First	Employee # Department
24. Print Last First	Employee # Department
25. Print Last First	Employee # Department
26. Print Last First	Employee # Department
27. Print Last First	Employee # Department
28. Print Last First	Employee # Department
29. Print Last First	Employee # Department
30. Print Last First	Employee # Department
31. Print Last First	Employee # Department
32. Print Last First	Employee # Department
33. Print Last First	Employee # Department
34. Print Last First	Employee # Department
35. Print Last First	Employee # Department
36. Print Last First	Employee # Department
37. Print Last First	Employee # Department
38. Print Last First	Employee # Department
39. Print Last First	Employee # Department
40. Print Last First	Employee # Department

**IMPORTANT**

1. Petition must be signed by at least 50 or more General Members of the Los Angeles County Employees Retirement Association.
2. Petitions must be filed with the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, CA 90650, by 5:00 p.m., June 9, 2015.

## CANDIDATE NOMINATION PROCESS (continued)


### STEP 5 — FILING MANDATORY AND OPTIONAL DOCUMENTS

Listed below are the mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met. All candidates are urged to file documents as early as possible to avoid a last minute rush.

DOCUMENTS	APPLICABILITY
Nominating Petitions	Required for all Candidates
Candidate Statement of Qualifications	Optional for all Candidates
For further information, contact the <b>Election Planning Section</b> at (562) 462-2317	

Each LACERA candidate will receive a receipt when filing their nomination documents.

#### BELOW IS A SAMPLE OF THE RECEIPT

	<b>Los Angeles County</b> <b>Registrar-Recorder/County Clerk</b>	<b>Election Planning Section</b> <b>(562) 462-2317</b>
<b>LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION</b> August 11, 2015		
<b>CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS</b>		
Candidate's Name: _____		
Office: _____		
The following documents have been received:		
<input type="checkbox"/>	Nominating Petitions ( ____ Sections)	
<input type="checkbox"/>	Candidate Statement of Qualifications	
<input type="checkbox"/>	Other _____	
_____	Elections Deputy	_____ Date
Lacera 2015		CAND

# CHAPTER 4

## *Candidate Statement of Qualifications*

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## CANDIDATE STATEMENT OF QUALIFICATIONS

**GENERAL INFORMATION** — A Candidate Statement of Qualifications must be filed no later than 5:00 p.m. on **June 9, 2015**, the last day of the nomination period.

ESTIMATED COST	WORD LIMIT	ENHANCED WORDS
NO FEE	200	25

1. A Candidate Statement of Qualifications is optional and may include the candidate's age and occupation.
2. Statements are **confidential** until after close of the nomination period. There is no filing fee for a Candidate Statement of Qualifications.

**WITHDRAWAL AND/OR RE-FILING OF CANDIDATE STATEMENT OF QUALIFICATIONS** — Candidate statements may be **withdrawn** or **withdrawn and re-filed** no later than 5:00 p.m. on **June 9, 2015**, the last day to file nomination documents.

**FORMAT AND CONTENT REQUIREMENTS** — Below is a sample showing how the Candidate Statement of Qualifications will appear once it is typed and included in the official ballot material.

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens.

Enhanced words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combination of enhanced words is counted as one word. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement. The pronoun (I) is not counted as an enhanced word.

Any Candidate Statement of Qualifications which the Registrar-Recorder/County Clerk determines is not limited to a recitation of the nominee's own personal background and qualifications shall not be printed or circulated by the Registrar-Recorder/County Clerk.

### STATEMENT OF JOHN DOE CANDIDATE FOR THIRD MEMBER, BOARD OF INVESTMENTS

Age: 40  
Occupation: Accountant

I seek your vote for election to the LACERA Board of Investments. My experience includes 30 YEARS as a FINANCIAL ANALYST, CONSULTANT and ACCOUNTANT.

I have worked hard in my private and county careers and have increased financial wealth of all who have allowed me to oversee their financial assets. Please allow me to work with your hard earned money so that I can accomplish my goals of securing a great retirement for you.

- I have a Bachelor's Degree from Any City University and a Master's Degree from The College of the United States.
- I will be a fair judge of every case that comes before me and make sure that employees' rights are protected.
- I am a proven advocate.
- I will continue to make sure our pensions are what YOU want.

Please fill in the circle next to my name, John Doe, on your LACERA ballot.

- GIVE me your trust! - Give ME your confidence!!
- Give me YOUR assets!!!

## CANDIDATE STATEMENT OF QUALIFICATIONS (continued)

The Registrar-Recorder/County Clerk shall notify each nominee by telephone or U.S. Mail if the nominee's statement of qualifications is rejected pursuant to this provision.

All statements should be submitted on the following forms. Candidates are responsible for checking the spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line. Please refer to page 13 for Word Counting Guidelines.

### BELOW IS A SAMPLE OF THE LACERA CANDIDATE STATEMENT OF QUALIFICATIONS FORM

REGISTRAR-RECORDER/COUNTY CLERK COUNTY OF LOS ANGELES	CANDIDATE STATEMENT INFORMATION AND GUIDELINES
<b>CANDIDATE STATEMENT FORM</b>	
STATEMENT OF _____ <small>NAME TO APPEAR ON BALLOT</small>	
CANDIDATE FOR _____ <small>THIRD MEMBER, BOARD OF INVESTMENTS</small>	
LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION	
AUGUST 11, 2015	
<small>Printing requirements make it necessary to print all statements in a uniform style. All statements, therefore, will be set in block paragraph form. Text submitted indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, italics, dots, and/or bullets cannot be accommodated. Words to be printed in bold face type, underscored and/or capitalized are to be clearly indicated. The number of bold face type, underscored and/or capital words shall not exceed 25 words per 200 word statement. All statements should be checked by the candidate for spelling and punctuation as the department is not permitted to edit any material contained therein. Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall NOT in any way make reference to other candidates or to another candidate's qualifications.</small>	
<b>STATEMENT MUST BE TYPED IN UPPER AND LOWER CASE TYPE</b>	
Age: _____ Occupation: _____	
<div style="text-align: right;">Signature of Candidate _____ Date _____</div> <div style="text-align: right;">Executed at: _____, California.</div> <div style="text-align: right;">Phone Numbers: ( ) _____ Daytime ( ) _____ Evening ( ) _____ Fax No. _____</div>	
<b>OFFICE USE ONLY</b>	
Election Job No. _____ 8015	
Candidate Log No. _____	
Total No. of Words _____	
Total No. of Words in Boldface, capital letters, And/or underscored. _____	
By Deputy: _____	

**PUBLIC EXAMINATION PERIOD** – Candidate Statement of Qualifications as submitted by candidates will be available at the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, CA, 90650 in the Election Information Section on the 2<sup>nd</sup> Floor for public examination for a period of 5 business days from **June 15, 2015** through **June 19, 2015**. A fee may be charged to any person wishing to obtain a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the material/data to be amended or deleted.



<b>WORD COUNTING GUIDELINES</b> (Elections Code Chapter 1 General Provisions, Section 9)	
<p>The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do <b>not</b> apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with requirements.</p>	
1.	<p><b>PUNCTUATION MARKS</b> are not counted. Symbols such as "&amp;" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.</p>
2.	<p><b>THE WORDS</b> "I", "a", "the", "and", "an" are counted as individual words.</p>
3.	<p><b>GEOGRAPHICAL NAMES</b> such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: "City of Los Angeles" = 1 word "City and County of San Francisco" = 1 word</p>
4.	<p><b>ABBREVIATIONS</b> such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.</p>
5.	<p><b>HYPHENATED WORDS</b> that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: Attorney-at-law</p>
6.	<p><b>DATES...</b> consisting of a combination of digits are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: 3/18                      7/21/89</p> <p><b>DATES...</b> consisting of a combination of words and digits are counted as two (2) words.</p> <p style="padding-left: 40px;">EXAMPLE: July 21, 1983                      18 June, 1987</p>
7.	<p><b>NUMERIC COMBINATIONS</b> are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: 1973                      13 1/2                      1971-73                      5%                      8/3/73                      #14</p>
8.	<p><b>MONETARY AMOUNTS</b> consisting of a combination of digits are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: \$1,000.00</p> <p><b>MONETARY AMOUNTS</b> consisting of a combination of words and digits are counted as two (2) words.</p> <p style="padding-left: 40px;">EXAMPLE: \$4 million</p>
9.	<p><b>NAMES OF PERSONS AND THINGS</b> are counted as individual words.</p> <p style="padding-left: 40px;">EXAMPLE: Gus Enwright                      (2 words) L. A. Basketball Team                      (3 words)</p>
10.	<p><b>TELEPHONE/FAX NUMBERS</b> are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: 1-800-815-2666                      1-562-462-2317</p>
11.	<p><b>INTERNET WEB SITES/E-MAIL ADDRESSES</b> are counted as one (1) word.</p> <p style="padding-left: 40px;">EXAMPLE: <a href="http://www.co.la.ca.us">http://www.co.la.ca.us</a>    <a href="http://www.lavote.net">www.lavote.net</a>    <a href="http://www.lacounty.info">http://www.lacounty.info</a></p>



# CHAPTER 5

## *Duplicate Ballot Request Form*

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**2015 LACERA ELECTION COORDINATOR'S REQUEST FOR  
DUPLICATE ELECTION BALLOT FORM AND INSTRUCTIONS**

**ELECTION FOR THE THIRD MEMBERS OF  
THE BOARD OF INVESTMENTS AND THE BOARD OF RETIREMENT**

In accordance with the election resolutions adopted by the Board of Supervisors establishing the procedures for the elections of the Third Member, Board of Investments and the Third Member, Board of Retirement, the following employee is requesting a duplicate ballot. Eligible members to vote in this election must have been a General Member of the Los Angeles County Retirement Association (LACERA) on March 1, 2015.

Item 20 of the election resolutions for the Third Member, Board of Investments and Board of Retirement, provides that eligible General Member who do not receive a ballot by **Monday, July 13, 2015** or who have made a mistake on their original ballot and wish to correct it, and who desire to vote, may request a duplicate ballot. An employee requesting a duplicate ballot must notify their department election coordinator on or before **Monday, July 20, 2015**, and explain in writing why a duplicate ballot is being requested. The department election coordinator shall submit to the Registrar-Recorder/County Clerk these written statements along with this Request for Duplicate Election Ballot Form which must include employee's name, current mailing address, employee number and department in which employed (as of March 1, 2015) on or before **5:00 p.m., Tuesday, July 21, 2015**.

Department Election Coordinators may submit requests for duplicate ballots via facsimile at (562) 466-6025 or via email to either of these email addresses: [fguijaro@rrcc.lacounty.gov](mailto:fguijaro@rrcc.lacounty.gov) or [malfonso@rrcc.lacounty.gov](mailto:malfonso@rrcc.lacounty.gov). Department Election Coordinators will retain the employee's written signed statement requesting a duplicate ballot for (60) days after the date of the final declaration of the election results by the Board of Supervisors.

**PLEASE PRINT**

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Mailing Address

**OFFICIAL USE ONLY**

**Requesting Election Coordinator Information**

**Please Print:**

\_\_\_\_\_  
Election Coordinator Name

(       )

\_\_\_\_\_  
Area Code/Telephone Number

(       )

\_\_\_\_\_  
Area Code/Facsimile Number

\_\_\_\_\_  
Department

\_\_\_\_\_  
Department Number

\_\_\_\_\_  
Signature of Election Coordinator



# 2015

## JANUARY

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## MARCH

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JUNE

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## JULY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## AUGUST

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		