

**INFORMATION FOR THE AGENCY ELECTION OFFICER
OUTLINE OF RESPONSIBILITIES
CalPERS 2010 Public Agency, State, and School Member Board Elections**

As the designated Agency Election Officer for your Agency, Department, or County School you are acting in a limited capacity as an agent of the California Public Employees' Retirement System (CalPERS). Please follow CalPERS' instructions carefully and ensure all your actions are compatible with ethical election practices.

- It is of critical importance to the election process that the *Notice of Election* (Notice) be seen by eligible active CalPERS members. Circulation of this Notice can be done by: 1) using your normal information routing system; 2) posting on employee bulletin boards; and 3) distributing to employee organizations.

In addition, a *Public Service Announcement* (Announcement) is included in this package to be used in disseminating information about the election. Please make copies of this Announcement and display it on bulletin boards throughout your agency and/or include this information in your newsletter.

- Review the *Notice of Election* carefully, particularly the Election Schedule on the reverse side of the Notice.
- If a Certification form is not received for this election, the previously designated Election Officer will continue to be the person legally obligated to perform the required duties for this election. You may fax the form to the CalPERS Election Coordinator at fax number (916) 795-4607.

BALLOT DISTRIBUTION INFORMATION
* On September 3, 2010, CalPERS will mail a ballot directly to each eligible active member's home address. CalPERS will also mail to the Agency Election Officer, ballot instructions and ballots that are undeliverable (CalPERS does not have an address on file for the member), for distribution to identified members.
* CalPERS voter address list was developed from the address information supplied by your Agency, Department, or County School or by the member directly to CalPERS. CalPERS members, who are active on July 1, 2010, are eligible to vote in this election.
* <u>Any eligible member who does not receive a ballot by September 16, 2010, should contact the Board Election Office at (916) 795-3952, local, or toll free (800) 794-2297, if he/she desires a ballot.</u>
* In the event of a runoff election, another BALLOT DISTRIBUTION INFORMATION directive will be sent to you after October 8, 2010 specific to that election.

- Distribute to eligible active members only the information and material provided by CalPERS. Enclosure of any campaign material unauthorized by the CalPERS Board of Administration is contrary to the duty of the Agency Election Officer in conducting a fair and impartial election.
- Promptly distribute the ballots identified with the names of eligible active members which were undeliverable, if applicable.

On September 3, 2010, the following election material will be mailed to you:

- * Report listing the names and birth years of eligible active members in your Agency, Department, or County School who were mailed ballots, with an indicator for identified eligible active members whose ballots were undeliverable, if applicable. This report is for your information only.
- * Instructions for ballot distribution and a *Certificate of Delivery* form for you to complete and return to CalPERS; and,
- * Identified ballots that were undeliverable, if applicable, for you to distribute to identified members.

The *Certificate of Delivery* form includes a statement to the effect that the Agency Election Officer has complied with the above procedures on the responsibilities of the Agency Election Officer. The Agency Election Officer is required to sign this form under penalty of perjury and return the form to CalPERS by September 16, 2010, or sooner, or you may fax the form to the CalPERS Election Coordinator at fax number (916) 795-4607.

- **Important Note: The time frame in which members can vote is short. If you receive any ballots, then it is essential that you distribute these ballots to the identified members as soon as possible in order to allow these members the opportunity to return their voted ballots by the voting deadline date.**
- Questions regarding the election should be directed to election staff at:

California Public Employees' Retirement System
ATTN: CalPERS Board Election Coordinator
P.O. Box 942702
Sacramento, CA 94229-2702

Telephone: Local -- (916) 795-3952, or Toll Free (800) 794-2297
Fax Number: (916) 795-4607