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Reference No.:
Circular Letter No.: 340-011-14
Distribution:
Special:

Circular Letter

March 24, 2014

**TO: STATE DEPARTMENTS, COUNTY SCHOOLS, AND PUBLIC AGENCIES –
AGENCY EXECUTIVES OR AGENCY ELECTION OFFICERS**

**SUBJECT: UPCOMING 2014 CALPERS BOARD OF ADMINISTRATION STATE,
SCHOOL, AND PUBLIC AGENCY MEMBER ELECTIONS FOR THE
CALPERS BOARD OF ADMINISTRATION.**

The purpose of this Circular Letter is to inform you of the upcoming 2014 CalPERS Board of Administration State, School, and Public Agency Member Elections.

We are requesting your assistance in conducting the upcoming State, School, and Public Agency Member Board Elections to fill three representative positions on the California Public Employees' Retirement System (CalPERS) Board of Administration. The term of office of the incumbents, George Diehr (State), Rob Feckner (School), and Priya Sara Mathur (Public Agency), will expire on January 15, 2015. The new term of office for the newly elected Board members will begin January 16, 2015 and end January 15, 2019.

CalPERS State, School, and Public Agency member's active as of July 1, 2014, are eligible to vote in this Board election.

Please review this material thoroughly. All agencies must appoint an Agency Election Officer, and return the completed Agency Election Officer Designation and Certification to CalPERS no later than May 2, 2014.

IMPORTANT INFORMATION CONCERNING THE 2014 STATE, SCHOOL, AND PUBLIC AGENCY MEMBER ELECTIONS

- A candidate must win an election by a majority vote (50% of votes cast plus one vote) in order to be elected. If the first election does not produce a majority vote winner, then a runoff election will be conducted involving the two candidates who receive the highest number of votes in the particular election for the State, School, and/or Public Agency Member Elections.
- Any protest of an election will be decided by a neutral Protest Panel.
- Election procedures are prescribed in Government Code section 20090, and in CalPERS election regulations found in Title 2, California Code of Regulations, Article 2 §554 through §554.10.

A copy of these CalPERS Election Regulations may be accessed on the Office of Administrative Law's website (www.oal.ca.gov) or on CalPERS On-Line (www.calpers.ca.gov).

NOTICE OF ELECTION FOR POSTING AND CIRCULATION

Enclosed is a supply of *Notice of Election* (Notice) forms. The Notice outlines the election schedule and procedures for becoming a candidate. Those who are interested in becoming a candidate in the election must submit a Nomination Petition to CalPERS by 5:00 p.m. on May 15, 2014. Please post and circulate this Notice to eligible State, School, and Public Agency active CalPERS members in your agency. Circulation of this Notice is best accomplished by the following methods:

- 1) Circulation through your normal information routing system.
- 2) Posting on employee bulletin boards.
- 3) Distributing to employee organizations.

If additional copies of this Notice are needed, please feel free to make copies or contact the Board Election Office at (916) 795-3952, local, or (800) 794-2297, toll free. The Notice may also be accessed on CalPERS On-Line (www.calpers.ca.gov).

AGENCY ELECTION OFFICER'S ROLES AND RESPONSIBILITIES

CalPERS Election Regulations (found in Title 2, California Code of Regulations, Article 2 §554.1) provide the procedures required of agencies and their Agency Election Officers for active member Board elections.

Enclosed you will find the *Agency Election Officer's Outline of Responsibilities*. This document outlines the responsibilities for the Agency Election Officer during the 2014 election process. It is important that the Agency Election Officer and all employees assisting in the election process receive, review, and understand the procedures to ensure all actions are compatible with ethical election practices. The enclosed *Agency Election Officer Designation and Certification* must be completed, signed, and returned to CalPERS no later than May 2, 2014. In addition, designees for each agency must log into myCalPERS and ensure that an Agency Election Officer has been designated as a primary contact for their agency.

CalPERS recommends the designee be a Personnel Officer, Payroll Officer, Benefit Officer, or their Assistant. The designated individual should be a responsible, permanent employee who will remain in employment throughout the election process. It is the responsibility of the respective Agency Executive and designated Agency Election Officer to comply with all deadlines during the election.

CURRENT MEMBER ADDRESS INFORMATION

It is important for agencies to notify CalPERS members who have recently moved to update their address information. Active members should inform their Human Resources department of any change of address by May 2014 in order to ensure a ballot package is received at their home address in September 2014.

We appreciate your cooperation in this important election. If you have questions, please contact the CalPERS Board Election Office at (916) 795-3952, local, or (800) 794-2297, toll free.

KIMBERLY A. MALM, Chief
Operations Support Services Division

Enclosures

[Agency Election Officer Designation Form](#) (PDF)

[Notice of Election - State](#) (PDF)

[Notice of Election - School](#) (PDF)

[Notice of Election - Public Agency](#) (PDF)

[Public Service Announcement](#) (PDF)

[Agency Election Officer Outline of Responsibilities](#) (PDF)