



California Public Employees' Retirement System
P.O. Box 942709
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Circular Letter

August 29, 2014

TO: STATE DEPARTMENTS – AGENCY EXECUTIVE OR AGENCY ELECTION OFFICER

SUBJECT: 2014 CALPERS BOARD OF ADMINISTRATION STATE MEMBER ELECTION MATERIAL

Thank you for your help in the upcoming CalPERS Board Election process. It is important the Agency Election Officer reviews the enclosed 2014 election material and follows all instructions to help facilitate this election process.

ENCLOSED IS THE FOLLOWING ELECTION MATERIAL:

- Instructions To The Agency Election Officer
- Certificate of Delivery, due completed to CalPERS by September 12, 2014
- Employer Report of CalPERS Eligible Voters, for election reference only
- If applicable, a ballot package for prompt delivery to each identified member for whom CalPERS had no address or the address was determined to be invalid

A ballot package containing an official ballot, candidate statement booklet, and return envelope, will be mailed on August 29, 2014, to eligible active members for voting in the 2014 election. Voted ballots must be received by CalPERS in the postage paid envelope no later than the voting deadline of September 29, 2014. The member must sign the reverse side of the envelope or the envelope will be invalid and the vote will not be counted. If the member loses their return envelope, they can use their own envelope to mail their ballot, by following the instructions in the candidate statement booklet.

If you have questions regarding this information, contact the CalPERS Board Election Office at (916) 795-3952, local, or (800) 794-2297, toll free. Thank you for your cooperation.

KIMBERLY A. MALM, Chief
Operations Support Services Division

INSTRUCTIONS TO THE AGENCY ELECTION OFFICER

As the designated Agency Election Officer for your agency, you are acting as an agent of the California Public Employees' Retirement System (CalPERS). Please read and follow the CalPERS instructions carefully and ensure all your actions are compatible with ethical election practices.

INFORMATION CalPERS State members active as of July 1, 2014, are eligible to vote in this election.

On August 29, 2014, CalPERS mailed a ballot package directly to each eligible active State member's residential address.

Any eligible member who does not receive a ballot package by September 12, 2014, and desires to vote, should contact the Board Election Office immediately at (916) 795-3952, local, or (800) 794-2297, toll free.

**EMPLOYER
REPORT OF
CALPERS
ELIGIBLE
VOTERS**

The enclosed report shows, in alphabetical order, the names and birth years of the CalPERS members in your agency who are eligible to vote in this election. The information on the report is confidential and is to be used only by the employer as election reference information and not for any other purpose.

**BALLOT
PACKAGE
DELIVERY TO
IDENTIFIED
MEMBERS**

If you received any undeliverable ballot packages in this mailing, please:

- Deliver them to the member whose name is shown on the package
- Advise each member to whom you gave a package that they are responsible for mailing their own envelope, containing the voted official ballot, to the address shown on the return envelope
- Do not collect and mail the ballot for the member

IMPORTANT NOTE: The timeframe in which members can vote is short. If you receive any ballot packages, it is essential that you distribute these packages to the identified members no later than September 12, 2014, in order to allow these members the opportunity to return their voted ballots to CalPERS before the voting deadline date of September 29, 2014.

You are responsible for delivering only the material from CalPERS. Enclosure of any campaign material, or material endorsing any candidate, is contrary to the duty of the Agency Election Officer in conducting a fair and impartial election.

**NO BALLOT
PACKAGES
SENT TO YOUR
AGENCY**

It is possible that no ballot packages are sent to your agency. This is because CalPERS had current address information for all eligible members in your agency.

**RETURN A
BALLOT
PACKAGE TO
CALPERS YOU
CANNOT
REASONABLY
DELIVER**

It is possible that you cannot reasonably deliver a ballot package to the identified member because the member no longer works for your agency or retired from your agency. On your agency's letterhead, include the name of the member and the reason the ballot package could not be reasonably delivered to the member, and return the ballot package to the address below:

California Public Employees' Retirement System
ATTENTION: CalPERS Board Election Coordinator
Lincoln Plaza West – 400 Q Street, Room W2580
P.O. Box 942702
Sacramento, CA 94229-2702

**CERTIFICATE
OF DELIVERY**

After you have reasonably delivered all ballot packages, then you must complete, sign, and return, the attached Certificate of Delivery to CalPERS no later than September 12, 2014, at the address or fax number shown on the top of the certificate.

Complete, sign, and return, the Certificate of Delivery to CalPERS if:

- You have reasonably delivered all ballot packages
- Your agency did not receive ballot packages to deliver
- You returned ballot packages to CalPERS you could not reasonably deliver

**MEMBER'S
CHANGE OF
ADDRESS**

Active members must update their address information by contacting their employer's personnel office. The employer will notify CalPERS.

CERTIFICATE OF DELIVERY

2014 CalPERS Board of Administration State Member Election

California Public Employees' Retirement System
CalPERS Board Election Coordinator
P.O. Box 942702
Sacramento, CA 94229-2702
Fax Number: 1-800-959-6545

PLEASE COMPLETE, SIGN, AND RETURN THIS CERTIFICATE TO CALPERS BY MAIL OR FAX
NO LATER THAN **SEPTEMBER 12, 2014**, AT THE ABOVE ADDRESS OR FAX NUMBER.

Name of Agency: _____

Agency CalPERS ID: _____

I, _____, designated Agency Election Officer
for _____, do hereby certify that:

(1) I have fully complied with all CalPERS election procedures and instructions as set forth in the *Instructions to the Agency Election Officer* (CalPERS-BRD-199);

(2) no campaign material has been distributed with election materials that I have been responsible for distributing.

Check the appropriate box below

I received and delivered or caused to be delivered a ballot package to each identified member by **September 12, 2014**; and, if applicable, I returned to CalPERS all ballot packages that could not be reasonably delivered to the identified members.

I received no ballot packages to deliver.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signed _____ Date ____/____/____

Phone No. (____) _____ Ext. ____ Fax No. (____) _____