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## Circular Letter

March 25, 2013

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

**SUBJECT: UPCOMING 2013 CALPERS BOARD OF ADMINISTRATION MEMBER-AT-  
LARGE ELECTION FOR TWO REPRESENTATIVE POSITIONS ON THE  
CALPERS BOARD OF ADMINISTRATION.**

The purpose of this Circular Letter is to inform you of the upcoming 2013 CalPERS Board of Administration Member-At-Large Election.

We are requesting your assistance in conducting the upcoming Member-At-Large Board Election to fill two representative positions on the California Public Employees' Retirement System (CalPERS) Board of Administration. The term of office of the incumbents, Joseph (JJ) Jelincic and Michael Bilbrey, will expire on January 15, 2014. The new term of office for the newly elected Board members will begin January 16, 2014 and end January 15, 2018.

CalPERS members active as of July 1, 2013, are eligible to vote in this Board election. Retired members (excluding survivors and beneficiaries) whose effective date of retirement is on or before July 1, 2013, are also 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 3, 2013.

### **IMPORTANT INFORMATION CONCERNING THE 2013 MEMBER-AT-LARGE ELECTION**

- The position currently held by Board member Joseph (JJ) Jelincic is designated as Position A and the position currently held by Board member Michael Bilbrey is designated as Position B.
- A potential candidate must submit a Nomination Petition for either Position A or Position B, but not both, to become a candidate for this election.
- Members will vote separately for a candidate in Position A and for a candidate in Position B.
- 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 Position A and Position B.
- 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](http://www.oal.ca.gov)) or on CalPERS On-Line ([www.calpers.ca.gov](http://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 16, 2013. Please post and circulate this Notice to eligible 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](http://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 2013 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 3, 2013. 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 the agency to notify CalPERS members who have recently moved to update their address information. Members should update their address information by May 2013; this will help ensure that each eligible member receives a ballot package at their home address in September 2013. Members may update their address information by going to the Forms and Publications area of CalPERS On-Line; downloading the *Member Change of Address Form*; completing the form and mailing it to CalPERS; or making the change through CalPERS On-

Line. Members may also call our Customer Contact Center at (888) CalPERS (or 888-225-7377). Members should inform their employer of any change of address for their employer's records. Agencies may obtain the *CalPERS Address Change Authorization Form (PERS-PRS-221)* through the normal CalPERS form ordering process, or by accessing and printing the form from CalPERS On-Line ([www.calpers.ca.gov](http://www.calpers.ca.gov)). The on-line form can be completed by the member and mailed or faxed to CalPERS as indicated by the instructions on the form.

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.

ANNE STAUSBOLL  
Chief Executive Officer

**Enclosures:**

[Agency Election Officer Designation Form](#) (PDF, 77 KB)

[Notice of Election](#) (PDF, 47 KB)

[Public Service Announcement](#) (PDF, 93 KB)

[Agency Election Outline of Responsibilities](#) (PDF, 32 KB)