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Date: March 22, 2010
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Circular Letter

TO: **PUBLIC AGENCIES - AGENCY EXECUTIVES OR AGENCY ELECTION OFFICERS**

SUBJECT: **UPCOMING PUBLIC AGENCY ELECTION FOR A PUBLIC AGENCY MEMBER REPRESENTATIVE ON THE CalPERS BOARD OF ADMINISTRATION**

We are requesting your assistance in conducting the upcoming Public Agency Election to fill the Public Agency member representative position on the California Public Employees' Retirement System's (CalPERS) Board of Administration. The term of office of the incumbent, Priya Sara Mathur, will expire on January 15, 2011. The new term of office for the newly elected Board member will begin January 16, 2011 and end January 15, 2015. CalPERS Public Agency members, who are active on July 1, 2010 are eligible to vote in this Board election.

Please review this material thoroughly. If your agency is new to CalPERS or if the Agency Election Officer designee has changed from the previous election, you are required to notify CalPERS of this change by completing the *Election Officer Designation & Certification* and returning it to CalPERS no later than April 30, 2010. If a Certification form is not received, the previously designated Election Officer will remain as the person legally obligated to perform the required duties for this election.

IMPORTANT INFORMATION CONCERNING THE 2010 PUBLIC AGENCY ELECTION

- 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 received the highest number of votes in the election.
- In order to accommodate two elections, a first election and a runoff election, within the statutory deadline of an elected Board Member being seated by January 16, 2011, the first election voting period will be four weeks and the runoff voting period, if necessary, will be four weeks.
- Any protest of an election will be decided by a neutral Protest Panel.
- Election procedures are prescribed in Government Code section 20090 et.seq., and in CalPERS regulations found in Title 2, California Code of Regulations, Chapter 2 beginning at section 554. A copy of these CalPERS Election Regulations may be accessed on the Office of Administrative Law's website (ccr.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* forms (Notice). The Notice outlines the election procedures for becoming a candidate and the election schedule. As you can see, time is important to those who are interested in becoming a candidate and might wish to submit a nomination petition. Please post and circulate this Notice to eligible active CalPERS members in your Agency. Circulation of this Notice can best be accomplished by the following methods: 1) using your normal information routing system, 2) posting on employee bulletin boards, and 3) distributing to employee organizations. If additional copies of this Notice are needed, please feel free to make copies or contact the Board Elections Office at (916) 795-3952, local, or (800) 794-2297, toll free.

AGENCY ELECTION OFFICER'S ROLE AND RESPONSIBILITIES

CalPERS' regulations (found in Title 2, California Administrative Code section 554.1) prescribe the procedures required of agencies and Agency Election Officers in active member CalPERS' Board elections.

Enclosed is the *Information For The Agency Election Officer Outline of Responsibilities*, which outlines the Agency Election Officer's responsibilities during the 2010 election process. It is important that the Agency Election Officer and all staff assisting in the process receive, review, and understand the procedures outlined to ensure all actions are compatible with ethical election practices. The enclosed *Election Officer Designation & Certification* form must be completed and returned to CalPERS no later than April 30, 2010, if your agency is new to CalPERS or if the Election Officer designee has changed from the previous election. The designated Election Officer certifies on this form that they will comply with the election instructions and that actions taken will be compatible with ethical election practices.

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 process.

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 2010, to help ensure that each eligible member receives a ballot package at their home address in September 2010. Members may update their address information by going to the Forms & 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 online using my|CalPERS. 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 at www.calpers.ca.gov. The online 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

CalPERS-BRD-191 (3/10)