

**INFORMATION FOR THE AGENCY ELECTION OFFICER
OUTLINE OF RESPONSIBILITIES
2013 CalPERS Board of Administration Member-At-Large Election**

The California Code of Regulations (CCR) §554.1 requires that each public agency and each State department appoint an Agency Election Officer at the request of the Board in elections for Board members. As the designated Agency Election Officer for your Agency, Department, or County School you are acting in a limited capacity as an agent of CalPERS. Please follow the instructions carefully and ensure that all your actions are compatible with ethical election practices.

**CCR
§554.1**

An Agency Election Officer shall:

- (a) Certify that the designated Election Officer understands and will comply with the election instructions and that actions taken will be compatible with ethical election practices.
 - (b) Ensure the timely distribution to eligible members or posting of election materials sent by Election Coordinator's, according to the Election Coordinator's instructions.
 - (c) Ensure impartiality of the election process within the agency.
 - (d) Ensure no campaign material is distributed with the election material sent by the Election Coordinator.
 - (e) Promptly provide any information necessary to the election process at the request of the Election Coordinator.
 - (f) Certify, under penalty of perjury, that election materials were forwarded to PERS members in that agency, as instructed by the Election Coordinator.
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**Notice of
Election
(Notice)**

The Notice outlines the election schedule and procedures for becoming a candidate. An Agency Election Officer shall provide notification to eligible active members by direct distribution of the Notice or by posting the Notice in employee work areas. 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.

Review the Notice carefully, particularly the Election Schedule on the reverse side of the Notice.

**Public Service
Announcement**

A *Public Service 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.

**Agency Election
Officer
Designation and
Certification**

The Agency Election Officer and Agency Executive are required to sign the *Agency Election Officer Designation and Certification*. Completed certifications must be returned to CalPERS by **May 3, 2013**, or sooner. Please fax completed certifications to CalPERS at 1-800-959-6545.

**Ballot
Distribution
Information**

CalPERS members, who are active on **July 1, 2013**, are eligible to vote in this election. Ballots will be mailed directly to each eligible active CalPERS member's home address on **August 30, 2013**.

CalPERS will mail a ballot distribution package to each agency on **August 30, 2013**, for undeliverable ballots, if applicable. This package will include active CalPERS member ballots, identified as undeliverable through the CalPERS direct mailing process. Additional election materials and instructions will also be sent on this date. This package will also include a report that lists the names and addresses of eligible active members in your agency and will have an indicator that specifies the members whose ballots are undeliverable. If applicable, the addresses of fire, police and County peace officer eligible active members will not appear on the report. This report is for your information only.

Election materials and undeliverable ballots must be **distributed promptly** by the Agency Election Officer to all identified active CalPERS members. Prompt distribution is needed to allow all eligible active CalPERS members to vote and participate in this election.

The Agency Election Officer must **only** distribute the election information and materials that are provided by CalPERS. The enclosure of any campaign materials that are not authorized by the CalPERS Board of Administration is contrary to the duty of the Agency Election Officer in conducting a fair and impartial election.

Any eligible member who does not receive a ballot by **September 13, 2013**, should contact the Board Election Office at (916) 795-3952, local or toll free (800) 794-2297, if he/she desires a ballot.

If a runoff election is required, additional ballot distribution information will be sent to each Agency Election Officer after **November 8, 2013**.

**Certificate of
Delivery**

The *Certificate of Delivery* will be sent to all Agency Election Officers in the ballot distribution package mailed to each agency on **August 30, 2013**, for undeliverable ballot distribution. The certification includes a statement to the effect that the Agency Election Officer has complied with the above procedures and the responsibilities of the Agency Election Officer. The Agency Election Officer is required to sign this certification under penalty of perjury. All completed certifications must be returned to CalPERS by **September 13, 2013**, or sooner. Certifications may be faxed to CalPERS at 1-800-959-6454.

**Board Election
Office Contact
Information**

If you have any questions regarding this election please contact our Board Election Office at:

California Public Employees' Retirement System
Attention: CalPERS Board Election Coordinator
P.O. Box 942702
Sacramento, CA 94229-2702
Telephone: (916) 795-3952 or Toll Free (800) 794-2297
Fax Number: (916) 795-4607
Email: Board_Election_Coordinator@CalPERS.ca.gov