



California Public Employees' Retirement System  
P.O. Box 942709  
Sacramento, CA 94229-2709  
**(888) CalPERS** (or **888-225-7377**)  
TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

Reference No.:  
Circular Letter No.: 340-041-14  
Distribution:  
Special:

## Circular Letter

August 29, 2014

**TO: PUBLIC AGENCIES – AGENCY EXECUTIVE OR AGENCY ELECTION OFFICER**

**SUBJECT: 2014 CALPERS BOARD OF ADMINISTRATION PUBLIC AGENCY 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.*

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**INFORMATION** CalPERS public agency 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 public agency 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.

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**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.

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**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.

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**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.

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**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

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**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

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**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 Public Agency 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.

### CaIPERS AGENCY INFORMATION

Name of Agency: \_\_\_\_\_

Agency CalPERS ID: \_\_\_\_\_

### AGENCY ELECTION OFFICER CERTIFICATION

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.

### BALLOT PACKAGES DELIVERED

#### 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. (\_\_\_\_\_) \_\_\_\_\_