

## **INSTRUCTIONS TO THE AGENCY ELECTION OFFICER**

*As the designated Agency Election Officer for your agency, department or County school, 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 members active as of July 1, 2009, are eligible to vote in this election. Retired members whose date of retirement was on or before July 1, 2009 are also eligible to vote in this election.

On September 4, 2009, CalPERS mailed a ballot package directly to each eligible active and retired member's residential address.

Any eligible member who does not receive a ballot package by September 18, 2009, and desires to vote, should contact the Board Elections 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 year 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 packages, and advise each member to whom you gave a package that they are responsible for mailing his or her 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, then it is essential that you distribute these packages to the identified members as soon as possible, no later than September 18, 2009, in order to allow these members the opportunity to return their voted ballots to CalPERS before the October 2, 2009 voting deadline date.*

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 BY CalPERS**

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 TO CalPERS A BALLOT PACKAGE 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. Return the ballot package to the address below and include on your agency's letterhead, the name of the member and the reason the ballot package could not be reasonably delivered to the member:

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

### **CERTIFICATE OF DELIVERY – September 18, 2009**

After you have reasonably delivered all ballot packages, complete, sign and return the attached Certificate of Delivery to CalPERS no later than September 18, 2009, at the address or fax number shown on the top of the certificate.

Complete, sign and return the Certificate of Delivery to CalPERS even if your agency did not receive ballot packages to deliver, or you returned ballot packages to CalPERS you could not reasonably deliver.

### **MEMBER'S CHANGE OF ADDRESS**

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, State Departments and County Schools 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](http://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.