



LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

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MEMBERS OF THE BOARD

HILDA L. SOLIS

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MICHAEL D. ANTONOVICH

April 12, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

10 April 12, 2016

LORI GLASGOW
EXECUTIVE OFFICER

ELECTION OF THE FOURTH MEMBER OF THE BOARD OF INVESTMENTS AND THE SEVENTH & ALTERNATE MEMBERS OF THE BOARD OF RETIREMENT (ALL DISTRICTS) (3-VOTES)

SUBJECT

ADOPTION OF RESOLUTIONS ESTABLISHING THE GOVERNING PROCEDURES FOR THE 2016 LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION (LACERA) ELECTIONS.

IT IS RECOMMENDED THAT THE BOARD:

Adopt the attached resolutions establishing the procedures to elect the Fourth Member of the Board of Investments and the Seventh and Alternate Members of the Board of Retirement for the Los Angeles County Employees Retirement Association (LACERA), with three-year terms beginning on January 1, 2017, and expiring on December 31, 2019; and instruct the Executive Officer of the Board of Supervisors to send notice of the elections and copies of the election resolutions to all County departments that employ Safety Members of LACERA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County Employees Retirement Law of 1937 provides for the membership of the Board of Investments and the Board of Retirement of LACERA. Every year the Board of Supervisors adopts, by resolution, the election procedures for members of the Board of Investments and the Board of Retirement of LACERA whose terms of office will expire on December 31 of that year.

This year, the terms of office for the Fourth Member of the Board of Investments and the Seventh and Alternate Members of the Board of Retirement will expire on December 31st.

Implementation of Strategic Plan Goals

Approval of the attached resolutions broadly supports the County Strategic Goal of Operational Effectiveness/Fiscal Sustainability.

FISCAL IMPACT/FINANCING

The cost of these elections is estimated at \$60,000 based upon prior elections conducted by the Registrar-Recorder/County Clerk. The total eligible voting population in these elections is approximately 12,607 persons.

The cost of conducting the LACERA elections will be absorbed within the Registrar-Recorder/County Clerk's and the Board of Supervisors' budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Government Code Sections 31520.1 and 31520.2 grant the Board of Supervisors the authority to conduct the elections for the elected members of the Board of Retirement and the Board of Investments. Your Board has given the Executive Officer of the Board of Supervisors the responsibility for coordinating these elections with the Registrar-Recorder/County Clerk, LACERA and with County departments through departmental election coordinators.

The elections for the Fourth Member of the Board of Investments and the Seventh and Alternate Members of the Board of Retirement are regular elections to fill terms of office that expire on December 31, 2016. Active Safety Members of LACERA on March 1, 2016 are eligible to vote in this election.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Besides the evident need to fill these offices on the Board of Investments and the Board of Retirement, these elections provide an opportunity for Safety Members to participate in selecting board members whose official decisions have a great impact on their own retirement system. Thus, County departments will be strongly encouraged to adhere to these election procedures and ensure that any communication from the Executive Officer concerning this election is posted and/or distributed in a timely manner. As always, departments will be called upon to respond immediately to situations that may surface. It is important to emphasize that the integrity of these elections often rests with a department's cooperation and active participation in the election process.

The Honorable Board of Supervisors

4/12/2016

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Respectfully submitted,

A handwritten signature in cursive script that reads "Lori Glasgow". The signature is written in a dark ink and is positioned above the printed name and title.

LORI GLASGOW

Executive Officer, Board of Supervisors

LG:ak

Enclosures

c: Chief Executive Officer
County Counsel
Chief Executive Officer, LACERA
Registrar-Recorder/County Clerk
Auditor-Controller
Director, Internal Services Department

**RESOLUTION ESTABLISHING THE ELECTION FOR
FOURTH MEMBER
OF THE
BOARD OF INVESTMENTS**

WHEREAS, under the provisions of the County Employees Retirement Law of 1937, the Board of Investments shall consist of nine members; and

WHEREAS, the term of the Fourth Member of the Board of Investments will expire on December 31, 2016; and

WHEREAS, pursuant to the provisions of the County Employees Retirement Law of 1937, Section 31520.2 of the Government Code, a successor shall be elected to fill the office for the term beginning January 1, 2017, at an election conducted in a manner to be determined by the Board of Supervisors:

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Los Angeles that the nomination of candidates and the election of the Fourth Member of the Board of Investments of the Los Angeles County Employees Retirement Association (LACERA), elected by the Safety Members of said Retirement Association to fill the term beginning January 1, 2017 and expiring December 31, 2019, shall be in accordance with the rules and procedures herein prescribed:

1. The Executive Officer of the Board of Supervisors shall supervise the election for the Fourth Member of the Board of Investments of LACERA.
2. The Executive Officer of the Board of Supervisors shall, on or before Thursday, April 14, 2016, notify department heads who employ Safety Members of the election and shall provide department heads with an election notice for use in notifying their respective employees.
3. Department heads with Safety Member employees in their departments shall notify their employees of the election by posting sufficient copies of the election notice on or before Friday, April 29, 2016.

4. The Executive Officer of the Board of Supervisors, through a coordinated effort with the Internal Services and Auditor-Controller Departments, shall, on or before Monday, May 2, 2016 send an email to those Safety Members within the County that have County email addresses, advising them of the upcoming LACERA election.
5. Each department head with Safety Members in his or her department shall appoint at least one employee who will act as the departmental election coordinator, and at least one employee who will act as the alternate departmental election coordinator. Election coordinators and alternate coordinators shall be responsible for communicating election information to the employees of the department, and shall attend all training sessions, as specified by the Executive Officer of the Board of Supervisors, regarding the administration of the election. Departments with work locations which have more than 100 employees who are eligible to vote are urged to select an on-site election coordinator for each of these locations. It is the responsibility of the department head to notify the Executive Office of the Board of Supervisors at (213) 974-1093 or email to LACERA_ELECTION@bos.lacounty.gov the names, telephone numbers, work place mailing addresses and/or email addresses for employees appointed on or before Monday, April 25, 2016.
6. Candidates shall a) be active Safety Members of LACERA on March 1, 2016 and b) be nominated by a petition signed by at least fifty (50) active Safety Members of LACERA, who themselves were active Safety Members on March 1, 2016, and no member may sign more than one nominating petition. Nominating petitions may be obtained from the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, 90650, on or after Monday, May 2, 2016. The request for nomination papers supplied by the Registrar-Recorder/County Clerk shall be completed by each requesting party. Nominating petitions must be filed with the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, 90650, no later than 5:00 p.m. on Tuesday, May 31, 2016.

7. Each department head shall allow all nominees to solicit nominating signatures and candidates to engage in campaign-related activities during working hours on County property provided such signature solicitation and campaign activities are conducted during the employees' lunch, break time, or other off-duty time and does not interfere with County operations or the conduct of County business.
8. The Registrar-Recorder/County Clerk shall examine the signatures on the nominating petitions and notify each nominee of his or her status, no later than 5:00 p.m. on Friday, June 3, 2016. If the Registrar-Recorder/County Clerk determines that only one member has been duly nominated, pursuant to the provisions of the County Employees Retirement Law of 1937, Section 31523 of the Government Code, the Registrar-Recorder/County Clerk shall notify the Board of Supervisors and the Board of Supervisors shall order that no election be held and the Executive Officer of the Board of Supervisors shall be directed to cast a unanimous ballot in favor of such nominated member. If more than one member has been duly nominated, the Registrar-Recorder/County Clerk shall certify to the Executive Officer of the Board of Supervisors by Friday, June 3, 2016, the names of candidates to be placed on the official ballot.
9. Nominees in this election may file with the Registrar-Recorder/County Clerk a statement of qualifications of not more than 200 words. Words shall be counted as provided in Elections Code Section 9. Any statement of qualifications filed with the Registrar-Recorder/County Clerk shall be limited to a recitation of the nominee's own personal background and qualifications, and shall not in any way make reference to other nominees or to another nominee's qualifications. A nominee may file his or her statement of qualifications beginning Monday, May 2, 2016. No statement of qualifications may be withdrawn and/or re-filed after 5:00 p.m., Tuesday, May 31, 2016. The statement shall become a part of the official voting material, except as provided in paragraph 10, below.

10. Upon close of the statement of qualifications filing period, the Registrar-Recorder/County Clerk shall examine each statement of qualifications. Any statement of qualifications which the Registrar-Recorder/County Clerk determines is not limited to a recitation of the nominee's own personal background and qualifications or which includes any reference to other nominees or to another nominee's qualifications shall not be printed or circulated by the Registrar-Recorder/County Clerk. The Registrar-Recorder/County Clerk shall notify each nominee by telephone at his or her telephone number that the nominee has provided, and/or via U.S. Mail to the nominee's mailing address if the nominee's statement of qualifications is rejected pursuant to this provision. The decision of the Registrar-Recorder/County Clerk to accept or reject a nominee's statement of qualifications is final. Any statement of qualifications filed with the Registrar-Recorder/County Clerk shall, upon close of the statement of qualifications filing period, be made available for public inspection and copying. Any judicial proceeding challenging the decision of the Registrar-Recorder/County Clerk to reject or accept a nominee's statement of qualifications shall be governed, to the extent determined applicable by the courts, under the procedures set forth in Elections Code Section 13314.
11. A statement of qualifications shall be open to public inspection for a period of five business days excluding weekends (Saturday and Sunday) and holidays. Candidate's statements of qualifications will be available for inspection at the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, 90650, beginning on Monday, June 6, 2016, and ending at 5:00 p.m. Friday, June 10, 2016. On or after Thursday, June 16, 2016, candidate's statements of qualifications approved by the Registrar-Recorder/County Clerk may be viewed at:
<http://bos.co.la.ca.us/Services/ConflictofInterestLobbyist/LACERAElection.aspx>

12. The form of ballot to be used at the election shall be prepared by the Registrar-Recorder/County Clerk and additional materials shall include: (1) a list of the certified candidates in random order with a voting space opposite each name and sufficient information to acquaint members with the nature of the election and the proper method of casting a ballot; (2) statements of qualifications if properly filed by the candidates; (3) a return envelope postage prepaid; and (4) a statement of powers and duties of Board of Investments Members (see Attachment A). The identifying information on the outside of the mailing envelope will include the employee name and mailing address.
13. A public drawing will be held to determine the ballot order at 2:00 p.m. on Wednesday, June 8, 2016 in the Executive Office of the Board of Supervisors, B-1 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles.
14. The Auditor-Controller shall provide to the Executive Officer of the Board of Supervisors an electronic file in excel format of eligible Safety Members, which includes Safety Members who were active Safety Members of LACERA on March 1, 2016, on or before Tuesday, April 19, 2016. The electronic file will contain employee name, employee number, mailing address, pay location, and department. The Auditor-Controller shall also provide to the Registrar-Recorder/County Clerk an electronic copy of the same file provided to the Executive Officer of the Board of Supervisors, and a redacted electronic file that contains the employee name and mailing address only by Thursday, April 21, 2016. By Friday, June 24, 2016, the Registrar-Recorder/County Clerk will forward the approved list of eligible Safety Members that contains only the employee name and mailing address to its contracted vendor, if it is determined that an election will be held.
15. The Registrar-Recorder/County Clerk shall mail the official ballot to the mailing address of eligible Safety Members beginning on Monday, June 27, 2016 and by Tuesday, July 5, 2016 all ballots must be mailed. The ballots shall be mailed via U.S. Mail using mailing addresses listed on the Auditor-Controller's electronic address file. The Registrar Recorder/County Clerk will forward to the Executive

Officer of the Board of Supervisors by Friday, July 8, 2016, verification that all ballots were mailed as described in this resolution.

16. Any County employee who is a candidate in this election is a candidate in his or her personal capacity, and may not use County time or County resources to further his or her campaign or election. Any candidate who violates this provision, or has others violate this provision on behalf of his or her candidacy, is subject to discipline, including discharge from County employment.
17. Each department head shall designate existing departmental bulletin board space for all candidates to display campaign material. Campaign material shall clearly state that employees are prohibited from using County time or County resources to further the campaign or election of the candidate.
18. Upon request of a candidate, on or after Friday, June 3, 2016, each department head shall provide the address of the department's work locations where employees who are eligible to vote in this election are employed.
19. Except as otherwise prohibited by law, employees may wear campaign badges or buttons during working hours.
20. Members eligible to vote in this election shall be Safety Members of LACERA on March 1, 2016. Eligible Safety Members who do not receive a ballot by Wednesday, July 13, 2016 and desire to vote, or who have made a mistake on their original ballot and wish to correct it, shall notify in writing their department election coordinator on or before Tuesday, July 19, 2016, and explain in writing why a duplicate ballot is being requested. The department election coordinator shall submit to the Registrar-Recorder/County Clerk these written statements along with the employee's name, current mailing address, employee number and department in which employed on March 1, 2016 on the Request for Duplicate Election Ballot Form provided by the Executive Office of the Board of Supervisors on or before Wednesday, July 20, 2016. The Registrar-Recorder/County Clerk must receive the request by Wednesday, July 20, 2016. Duplicate ballots shall

be issued only to those Safety Members who submit the required written statement and whose names appear on both the Request for Duplicate Election Ballot signed by the election coordinator and the Auditor-Controller's electronic file.

21. The Registrar-Recorder/County Clerk shall mail the requested duplicate ballots via U.S. Mail by Friday, July 22, 2016, to the mailing address supplied by members on the Request for Duplicate Election Ballot Form.
22. Each ballot may be voted only by the member to whom it is issued. No member may vote more than once in this election.
23. The Registrar-Recorder/County Clerk shall maintain internal controls to ensure that no more than one vote is cast per member to protect the integrity of the election.
24. To be eligible for counting, ballots shall be returned to the Registrar-Recorder/County Clerk in the REPLY envelope provided via U.S. Mail or personal delivery; shall be completed by each voter and placed within the Privacy Envelope with his or her employee number, printed name, and signature in the space provided on the reverse of said envelope; and shall be received by the Registrar-Recorder/County Clerk by 5:00 p.m., Tuesday, August 9, 2016. There are no provisions for write-in candidates; therefore, no write-in votes shall be counted.
25. The Registrar-Recorder/County Clerk shall canvass the votes cast at the election and shall certify the results to the Executive Office of the Board of Supervisors on or before Friday, August 12, 2016.
26. The Registrar-Recorder/County Clerk shall (a) telephone each candidate receiving more than 20 percent of the total votes cast at his or her telephone number provided as to the results as certified on or before Friday, August 12, 2016 and (b) send written notice of the results via U.S. Mail to each candidate's

mailing address, or send electronic mail to those candidates who prefer electronic communication on or before Friday, August 12, 2016.

27. In the event a candidate makes a request for a recount of the election results, the requestor shall bear the cost of such a recount. A written request for a recount shall be filed with the Registrar-Recorder/County Clerk no later than 5:00 p.m., Friday, August 19, 2016. The candidate filing the request for the recount shall, before the recount is commenced and at the beginning of each day following, deposit with the Registrar-Recorder/County Clerk a sum as required by the Registrar-Recorder/County Clerk to cover the cost of the recount for that day. The Registrar-Recorder/County Clerk shall commence a recount no later than Friday, August 26, 2016. In the event the recount results in a determination that the candidate who requested the recount has received a plurality of the votes cast, all money deposited shall be returned to the candidate. The recount conducted by the Registrar-Recorder/County Clerk shall be open to the public.
28. In the event any candidate desires to protest the results of the election, he or she must file a written protest with the Executive Office of the Board of Supervisors no later than 5:00 p.m., Friday, August 19, 2016. The written protest must specify the grounds for the protest and be accompanied by supporting documentation.
29. The Board of Supervisors at its meeting on Tuesday, September 20, 2016, or on a date following the completion of any recount, and/or investigation of a protest, shall declare the results official. The person receiving the highest number of votes shall be declared elected. In the event two or more persons tie for first place, such persons shall determine, by drawing lots before the Board, which of them shall be elected.
30. In lieu of declaring the results official, the Board of Supervisors may order a new election if the Board determines, on the basis of written protest or on its own motion, that any error, omission or neglect occurred attributable to the County in the administration of the election sufficient to change the result. The rejection of

a candidate's statement of qualifications by the Registrar-Recorder/County Clerk, or the failure of the Registrar-Recorder/County Clerk to reject a candidate's statement of qualifications, shall not constitute grounds for a new election. Allegations of candidate misconduct shall not constitute grounds for a new election, but, if later substantiated, may lead to administrative discipline or criminal culpability.

31. Election material retained by the Executive Officer of the Board of Supervisors and nominating petitions and ballots retained by the Registrar-Recorder/County Clerk may be discarded or otherwise disposed of no earlier than sixty-two (62) days after the date of the final declaration of the election results by the Board of Supervisors. The Registrar-Recorder/County Clerk will further confirm with their selected vendor(s) that the electronic file is destroyed sixty-five (65) days after the date of final declaration of the election results by the Board of Supervisors.
32. The Executive Officer of the Board of Supervisors may, in the exercise of her discretion, implement additional procedures as she may deem necessary in order to preserve a fair and equitable election process. The Executive Officer of the Board of Supervisors shall, within ten (10) days, notify the Board of Supervisors, the Boards of Investments and Retirement and all candidates of any additional procedures implemented pursuant to this provision.

The foregoing resolution was on the 12th day of April, 2016,
adopted by the Board of Supervisors of the County of Los Angeles and ex officio
the governing body of all other special assessment and taxing districts, agencies
and authorities for which said Board so acts.



Lori Glasgow, Executive Officer-
Clerk of the Board of Supervisors of the
County of Los Angeles

By: Lachelle Smithman

Deputy

APPROVED AS TO FORM:
Mary Wickham
County Counsel

By

Rene Gilbertson

Rene Gilbertson
Senior Deputy County Counsel

**POWERS AND DUTIES
OF INVESTMENTS BOARD MEMBERS**

The Board of Investments provides this summary to enable voters to evaluate candidates for the Board of Investments. The Board urges voters to review this summary prior to voting.

The Board of Investments has two (2) primary responsibilities; the investment of LACERA's Retirement Fund (\$48.8 billion as of June 30, 2015), and the determination of County and member contribution rates. The Board of Investments operates pursuant to Article XVI, section 17 of the California Constitution and the County Employees Retirement Law of 1937, found in the California Government Code beginning at section 31450.

The Board of Investments has exclusive control of all retirement system investments and is responsible for establishing investment objectives, strategies, and policies. LACERA's investment portfolio is, with very minor exceptions, externally managed. The Board does not make individual investment selections for the externally managed portfolio; rather, it selects investment advisors and managers to make investments for LACERA in accordance with investment objectives and guidelines established by the Board. In addition, the Board of Investments and its staff continually monitor and evaluate the investment activities and results of its advisors and managers. Under the Board's Securities Litigation Policy, the Board of Investments, with the assistance of counsel and staff, is also charged with actively identifying, evaluating and monitoring those securities class action lawsuits in which the fund has sustained a loss, and to determine whether the best interests of the fund would be served by actively participating in such cases.

Investment Board members act as fiduciaries for LACERA and its members. Board members have a constitutional and statutory duty to "diversify the investments of the system so as to minimize the risk of loss and maximize the rate of return, unless under the circumstances it is clearly not prudent to do so."

These duties require members of the Board of Investments to spend substantial time educating themselves and staying current on investment matters. This is accomplished through attendance at courses such as the "Portfolio Concepts and Management" or "Investment Management" courses sponsored by the Wharton School of Economics, and at conferences and seminars held throughout the year. A newly elected member of the Board should expect to devote considerable time and effort in gaining the education and expertise necessary to

carry out his or her important responsibilities. At a minimum, Government Code section 31522.8 requires members to complete 24 hours of education within two years of assuming office and 24 hours of education every two years the member continues to hold membership on the Board.

Using an actuarial valuation process, the Board of Investments determines the level of contributions necessary to fund retirement benefits. The Board of Investments is responsible for setting actuarial valuation policies, selecting the actuary who will perform the valuation, and for approving the actuarial valuation services provided. At least every three years, the actuary submits to the Board of Investments for the Board's approval such changes in County and member contribution rates as are necessary to fund retirement benefits.

The Board of Investments shares some responsibilities with the Board of Retirement. The Boards of Retirement and Investments, acting jointly, adopt the annual budget covering LACERA's operations. Additionally, the two Boards act jointly in employee relations matters, including the approval of class specifications for LACERA employees, the approval of Memoranda of Understanding (MOUs) negotiated with SEIU Local 721, the union bargaining for represented employees of LACERA, and the approval of compensation to be provided to LACERA's nonrepresented employees.

The Board of Investments meets on the second Wednesday of each month, with meetings generally lasting from 6 to 8 hours. In addition to the time required to attend meetings, Board members must review materials prior to the meeting. Such review and preparation will require approximately 16 hours per meeting. Special meetings may be held from time to time, including committee meetings, which members may be obligated to attend and which have their own additional time requirements to prepare and attend. Committee meetings may be held both before and after regular Board meetings, and at other times, and generally last 1 to 2 hours plus additional preparation time of a similar or greater number of hours.

Under Government Code Section 31522, as to those elected Board members who are also employed by the County or a participating district, their LACERA duties are included as part of their County or district employment.

The Board of Investments cannot grant benefit increases and is not responsible for the administration of retirement benefits. The Legislature has assigned the administration responsibilities to the Board of Retirement.

APPROVED BY THE BOARD OF INVESTMENTS ON FEBRUARY 10, 2016.

BI 2017 Powers & Duties Statement.docx

**RESOLUTION ESTABLISHING THE ELECTION FOR
SEVENTH AND ALTERNATE MEMBERS
OF THE
BOARD OF RETIREMENT**

WHEREAS, under the provisions of the County Employment Retirement Law of 1937, the Board of Retirement shall consist of nine members and two alternate members; and

WHEREAS, the term of the Seventh and Alternate Members of the Board of Retirement will expire on December 31, 2016; and

WHEREAS, pursuant to the provisions of the County Employees Retirement Law of 1937, Section 31520.1 of the Government Code, a successor shall be elected to fill the office for the term beginning January 1, 2017, at an election conducted in a manner to be determined by the Board of Supervisors:

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Los Angeles that the nomination of candidates and the election of the Seventh and Alternate Members of the Board of Retirement, Los Angeles County Employees Retirement Association (LACERA), elected by the Safety Members of said Retirement Association to fill the term beginning January 1, 2017 and expiring December 31, 2019 shall be in accordance with the rules and procedures herein prescribed:

1. The Executive Officer of the Board of Supervisors shall supervise the election for the Seventh and Alternate Members of the Board of Retirement of LACERA.
2. The Executive Officer of the Board of Supervisors shall, on or before Thursday, April 14, 2016, notify department heads who employ Safety Members of the election and shall provide department heads with an election notice for use in notifying their respective employees.
3. Department heads with Safety Member employees in their departments shall notify their employees of the election by posting sufficient copies of the election notice on or before Friday, April 29, 2016.

4. The Executive Officer of the Board of Supervisors, through a coordinated effort with the Internal Services and Auditor-Controller Departments, shall, on Monday, May 2, 2016 send an email to those Safety Members within the County that have County email addresses, advising them of the upcoming LACERA election.
5. Each department head with Safety Members in his or her department shall appoint at least one employee who will act as the departmental election coordinator, and at least one employee who will act as the alternate departmental election coordinator. Election coordinators and alternate coordinators shall be responsible for communicating election information to the employees of the department, and shall attend all training sessions, as specified by the Executive Officer of the Board of Supervisors, regarding the administration of the election. Departments with work locations which have more than 100 employees who are eligible to vote are urged to select an on-site election coordinator for each of these locations. It is the responsibility of the department head to notify the Executive Office of the Board of Supervisors at (213) 974-1093 or email to LACERA_ELECTION@bos.lacounty.gov the names, telephone numbers, work place mailing addresses and/or email addresses for employees appointed on or before Monday, April 25, 2016.
6. Candidates shall a) be active Safety Members of LACERA on March 1, 2016 and b) be nominated by a petition signed by at least fifty (50) active Safety Members of LACERA, who themselves were active Safety Members on March 1, 2016, and no member may sign more than one nominating petition. Nominating petitions may be obtained from the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, 90650, on or after Monday, May 2, 2016. The request for nomination papers supplied by the Registrar-Recorder/County Clerk shall be completed by each requesting party. Nominating petitions must be filed with the Registrar-Recorder/County Clerk, 12400 E Imperial Highway, Norwalk, 90650, no later than 5:00 p.m. on Tuesday, May 31, 2016.

7. Each department head shall allow nominees to solicit nominating signatures and candidates to engage in campaign-related activities during working hours on County property provided such signature solicitation and campaign activities are conducted during the employees' lunch, break time, or other off-duty time and does not interfere with County operations or the conduct of County business.
8. The Registrar-Recorder/County Clerk shall examine the signatures on the nominating petitions and notify each nominee of his or her status, no later than 5:00 p.m. on Friday, June 3, 2016. If the Registrar-Recorder/County Clerk determines that only one member has been duly nominated, pursuant to the provisions of the County Employees Retirement Law of 1937, Section 31523 of the Government Code, the Registrar-Recorder/County Clerk shall notify the Board of Supervisors and the Board of Supervisors shall order that no election be held and the Executive Officer of the Board of Supervisors shall be directed to cast a unanimous ballot in favor of such nominated member. If more than one member has been duly nominated, The Registrar-Recorder/County Clerk shall certify to the Executive Officer of the Board of Supervisors by Friday, June 3, 2016, the names of the candidates to be placed on the official ballot.
9. Nominees in this election may file with the Registrar-Recorder/County Clerk a statement of qualifications of not more than 200 words. Words shall be counted as provided in Elections Code Section 9. Any statement of qualifications filed with the Registrar-Recorder/County Clerk shall be limited to a recitation of the nominee's own personal background and qualifications, and shall not in any way make reference to other nominees or to another nominee's qualifications. A nominee may file his or her statement of qualifications beginning Monday, May 2, 2016. No statement of qualifications may be withdrawn and/or re-filed after 5:00 p.m., Tuesday, May 31, 2016. The statement shall become a part of the official voting material, except as provided in paragraph 10, below.

10. Upon close of the statement of qualifications filing period, the Registrar-Recorder/County Clerk shall examine each statement of qualifications. Any statement of qualifications which the Registrar-Recorder/County Clerk determines is not limited to a recitation of the nominee's own personal background and qualifications or which includes any reference to other nominees or to another nominee's qualifications shall not be printed or circulated by the Registrar-Recorder/County Clerk. The Registrar-Recorder/County Clerk shall notify each nominee by telephone at his or her telephone number that the nominee has provided, and via U.S. Mail sent to the nominee's mailing address if the nominee's statement of qualifications is rejected pursuant to this provision. The decision of the Registrar-Recorder/County Clerk to accept or reject a nominee's statement of qualifications is final. Any statement of qualifications filed with the Registrar-Recorder/County Clerk shall, upon close of the statement of qualifications filing period, be made available for public inspection and copying. Any judicial proceeding challenging the decision of the Registrar-Recorder/County Clerk to reject or accept a nominee's statement of qualifications shall be governed, to the extent determined applicable by the courts, under the procedures set forth in Elections Code Section 13314.
11. A statement of qualifications shall be open to public inspection for a period of five business days excluding weekends (Saturday and Sunday) and holidays. Candidate's statements of qualifications will be available for inspection at the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, 90650, beginning on Monday, June 6, 2016, and ending at 5:00 p.m. Friday, June 10, 2016. On Thursday, June 16, 2016 candidates' statements of qualifications approved by the Registrar-Recorder/County Clerk may be viewed at:

<http://bos.co.la.ca.us/Services/ConflictofInterest/LACERAElection.aspx>

12. The form of ballot to be used at the election shall be as prepared by the Registrar-Recorder/County Clerk and additional materials shall include: (1) a list of the certified candidates in random order with a voting space opposite each name and sufficient information to acquaint members with the nature of the election and the proper method of casting a ballot; (2) statements of qualifications if properly filed by the candidate; (3) a return envelope postage prepaid; and (4) a statement of powers and duties of Board of Retirement Members (see Attachment B). The identifying information on the outside of the mailing envelope will include the employee name and mailing address.
13. A public drawing will be held to determine the ballot order at 2:00 p.m. on Wednesday, June 8, 2016 in the Executive Office of the Board of Supervisors, B-1 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles.
14. The Auditor-Controller shall provide to the Executive Officer of the Board of Supervisors an electronic file in excel format of eligible Safety Members, which includes Safety Members who were active Safety Members of LACERA on March 1, 2016, on or before Tuesday, April 19, 2016. The electronic file will contain employee name, employee number, mailing address, pay location, and department. The Auditor-Controller shall also provide to the Registrar-Recorder/County Clerk an electronic copy of the same file provided to the Executive Officer of the Board of Supervisors, and a redacted electronic file that contains the employee name and mailing address only by Thursday, April 21, 2016. By Friday, June 24, 2016, the Registrar-Recorder/County Clerk will forward the approved list of eligible Safety Members that contains only the employee name and mailing address to its contracted vendor, if it is determined that an election will be held.
15. The Registrar-Recorder/County Clerk shall mail the official ballot to the mailing address of eligible Safety Members beginning on Monday, June 27, 2016 and by Tuesday, July 5, 2016 all ballots must be mailed. The ballots shall be mailed via U.S. Mail using mailing addresses listed in the Auditor-Controller's electronic file. The Registrar-Recorder/County Clerk will forward to the Executive Officer of the

Board of Supervisors by Friday, July 8, 2016 verification that all ballots were mailed as described in this resolution.

16. Any County employee who is a candidate in this election is a candidate in his or her personal capacity, and may not use County time or County resources to further his or her campaign or election. Any candidate who violates this provision, or has others violate this provision on behalf of his or her candidacy, is subject to discipline, including discharge from County employment.
17. Each department head shall designate existing departmental bulletin board space for all candidates to display campaign material. Campaign material shall clearly state that employees are prohibited from using County time or County resources to further the campaign or election of the candidate.
18. Upon request of a candidate, on or after Friday, June 3, 2016, each department head shall provide the address of each department's work locations where employees who are eligible to vote in this election are employed.
19. Except as otherwise prohibited by law, employees may wear campaign badges or buttons during working hours.
20. Members eligible to vote in this election shall be Safety Members of LACERA on March 1, 2016. Eligible Safety Members who do not receive a ballot by Wednesday, July 13, 2016 and desire to vote, or who have made a mistake on their original ballot and wish to correct it, shall notify in writing their department election coordinator on or before Tuesday, July 19, 2016 and explain in writing why a duplicate ballot is being requested. The department election coordinator shall submit to the Registrar-Recorder/County Clerk these written statements along with the employee's name, current mailing address, employee number and department in which employed on March 1, 2016 on the Request for Duplicate Election Ballot Form provided by the Executive Office of the Board of Supervisors on or before Wednesday, July 20, 2016. The Registrar-Recorder/County Clerk must receive the request by Wednesday, July 20, 2016. Duplicate ballots shall be issued only to

those Safety Members who submit the required written statement and whose names appear on both the Request for Duplicate Election Ballot signed by the election coordinator and the Auditor-Controller's electronic file.

21. The Registrar-Recorder/County Clerk shall mail the requested duplicate ballots via U.S. Mail by Friday, July 22, 2016, to the mailing address supplied by members on the Request for Duplicate Election Ballot Form.
22. Each ballot may be voted only by the member to whom it is issued. No member may vote more than once in this election.
23. The Registrar-Recorder/County Clerk shall maintain internal controls to ensure that no more than one vote is cast per member to protect the integrity of the election.
24. To be eligible for counting, ballots shall be returned to the Registrar-Recorder/County Clerk in the REPLY envelope provided via U.S. Mail or personal delivery; shall be completed by each voter and placed within the Privacy Envelope with his or her employee number, printed name and signature in the space provided on the reverse of said envelope; and shall be received by the Registrar-Recorder/County Clerk by 5:00 p.m., Tuesday, August 9, 2016. There are no provisions for write-in candidates; therefore, no write-in votes shall be counted.
25. The Registrar-Recorder/County Clerk shall canvass the votes cast at the election and shall certify the results to the Executive Officer of the Board of Supervisors on or before Friday, August 12, 2016.
26. The Registrar-Recorder/County Clerk shall (a) telephone each candidate receiving more than 20 percent of the total votes cast at his or her telephone number provided as to the results as certified on or before Friday, August 12, 2016 and (b) send written notice of the results via U.S. Mail to each candidate's mailing address, or send electronic mail to those candidates who prefer electronic communication on or before Friday, August 12, 2016.

27. In the event a candidate makes a request for a recount of the election results, the requestor shall bear the cost of such a recount. A written request for a recount shall be filed with the Registrar-Recorder/County Clerk no later than 5:00 p.m., Friday, August 19, 2016. The candidate filing the request for the recount shall, before the recount is commenced and at the beginning of each day following, deposit with the Registrar-Recorder/County Clerk a sum as required by the Registrar-Recorder/County Clerk to cover the cost of the recount for that day. The Registrar-Recorder/County Clerk shall commence a recount no later than Friday, August 26, 2016. In the event the recount results in a determination that the candidate who requested the recount has received a plurality of the votes cast, all money deposited shall be returned to the candidate. The recount conducted by the Registrar-Recorder/County Clerk shall be open to the public.
28. In the event any candidate desires to protest the results of the election, he or she must file a written protest with the Executive Office of the Board of Supervisors no later than 5:00 p.m., Friday, August 19, 2016. The written protest must specify the grounds for the protest and be accompanied by supporting documentation.
29. The Board of Supervisors at its meeting on Tuesday, September 20, 2016, or on a date following the completion of any recount and/or investigation of a protest, shall declare the results official. The person receiving the highest number of votes shall be declared elected the Seventh Member. In the event two or more persons tie for first place, such persons shall determine, by drawing lots before the Board, which of them shall be elected. The Alternate Member shall be that candidate, if any, for the Seventh Member from the group under Government Code Section 31470.2 or 31470.4, or any other eligible Safety Member candidate, if there is no eligible candidate from the groups under Sections 31470.2 and 31470.4 which is not represented by the candidate who received the highest number of votes of all candidates in that group.
30. In lieu of declaring the results official, the Board of Supervisors may order a new election if the Board determines, on the basis of written protest or on its own motion, that any error, omission or neglect occurred attributable to the County in the

administration of the election sufficient to change the result. The rejection of a candidate's statement of qualifications by the Registrar-Recorder/County Clerk, or the failure of the Registrar-Recorder/County Clerk to reject a candidate's statement of qualifications shall not constitute grounds for a new election. Allegations of candidate misconduct shall not constitute grounds for a new election, but if later substantiated may lead to administrative discipline or criminal culpability.

31. Election material retained by the Executive Officer of the Board of Supervisors and nominating petitions and ballots retained by the Registrar-Recorder/County Clerk may be discarded or otherwise disposed of no earlier than sixty-two (62) days after the date of the final declaration of the election results by the Board of Supervisors. The Registrar-Recorder/County Clerk will further confirm with their selected vendor(s) that the electronic file is destroyed sixty-five (65) days after the date of final declaration of the election results by the Board of Supervisors.
32. The Executive Officer of the Board of Supervisors may, in the exercise of her discretion, implement additional procedures, as she may deem necessary in order to preserve a fair and equitable election process. The Executive Officer of the Board of Supervisors shall, within ten (10) days, notify the Board of Supervisors, the Boards of Investments and Retirement and all candidates of any additional procedures implemented pursuant to this provision.

The foregoing resolution was on the 12th day of April, 2016, adopted by the Board of Supervisors of the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.



Lori Glasgow, Executive Officer-
Clerk of the Board of Supervisors of the
County of Los Angeles

By: Lachelle Smithman

Deputy

APPROVED AS TO FORM:
MARY WICKHAM
County Counsel

By

Rene Gilbertson

Rene Gilbertson
Senior Deputy County Counsel

**POWERS AND DUTIES
OF RETIREMENT BOARD MEMBERS**

The Board of Retirement provides this summary to enable voters to evaluate candidates for the Board of Retirement. The Board urges voters to review this summary prior to voting.

The overall responsibility of the Board of Retirement is to oversee the administration of the retirement system and the retiree health care program. This requires the Board to meet twice each month unless otherwise specified, generally on the first Wednesday and second Thursday, with meetings generally lasting from 6 to 8 hours. In addition, the Board has established several committees to assist in carrying out its responsibilities. Some committees meet monthly; others meet every other month. Committee meetings may be held both before and after regular Board meetings, and at other times, and generally last 1 to 2 hours. In addition to the time required to attend meetings, considerable time is required to review applicable materials developed by staff and management.

Board members may also participate in state and national pension and retirement related organizations, including serving as an executive or committee member in these organizations. In addition to attending meetings, Government Code section 31522.8 requires Board members to complete 24 hours of education within two years of assuming office and 24 hours of education every two years the member continues to hold membership on the Board.

The general management of LACERA is under the Board of Retirement's direction. A few functions, however, are shared with the Board of Investments. The Boards of Retirement and Investments, acting jointly, adopt the annual budget covering LACERA's operations. The two Boards must also act jointly in employee relations matters, including the approval of class specifications for LACERA's employees, the approval of Memoranda of Understanding (MOU's) negotiated with SEIU Local 721, the union bargaining for represented employees of LACERA, and the approval of compensation to be provided to LACERA's nonrepresented employees.

Additionally, one of the most important - and by far the most time consuming - duties of a Board member is to review disability retirement applications and to participate in the Board's decision to grant or deny disability retirements. It is anticipated the Board of Retirement will process approximately 30 to 50 disability

Attachment B

retirement cases per month. A Board member is obligated by law to carefully review each application and the medical evidence supporting the application. The Board member must then participate in the Board's deliberations and vote on the application.

Under Government Code Section 31522, as to those elected Board members who are also employed by the County or a participating district, these LACERA duties are included as part of their County or district employment. A Board member will be required to spend a great majority of their working time each month in carrying out all of their important LACERA duties and responsibilities.

The Board of Retirement administers a statutory retirement plan. This means that retirement benefits can only be provided if they have been authorized by the State Legislature in the County Employees Retirement Law of 1937, found in the California Government Code beginning at Section 31450. Retirement benefits not already authorized by the Retirement Law cannot be implemented by the Board of Retirement; rather, a bill must be processed through the Legislature to amend the Retirement Law. With only a few exceptions, the Legislature has required the County Board of Supervisors to adopt a resolution approving benefit enhancements before they can take effect.

Pursuant to Article XVI, section 17 of the California Constitution, Board of Retirement members are fiduciaries and are required to, "... discharge their duties with respect to the system solely in the interest of, and for the exclusive purposes of providing benefits to, participants and their beneficiaries, minimizing employer contributions thereto, and defraying reasonable expenses of administering the system. A retirement board's duty to its participants and their beneficiaries shall take precedence over any other duty."

The Board of Retirement has regular meetings on the first Wednesday and on the Thursday following the second Wednesday of each month. Meeting dates may be changed by formal action of the Board.

Board members are public officials under the Fair Political Practices Act, and are in positions that are subject to FPPC economic disclosure and annual reporting requirements. The Board of Retirement is not responsible for the investments of the Retirement Fund or for the adoption of funding policies and the setting of contribution rates. The Legislature has assigned those responsibilities to the Board of Investments.

APPROVED BY THE BOARD OF RETIREMENT ON FEBRUARY 11, 2016.