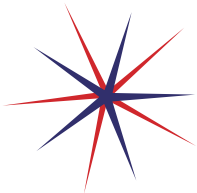


Los Angeles County Employees  
Retirement Association Election



# COUNTY OF LOS ANGELES



## CANDIDATE INFORMATION BOOKLET

August 8, 2006

### **GENERAL MEMBERS**

**3rd Member, Board of Investments**

**3rd Member, Board of Retirement**

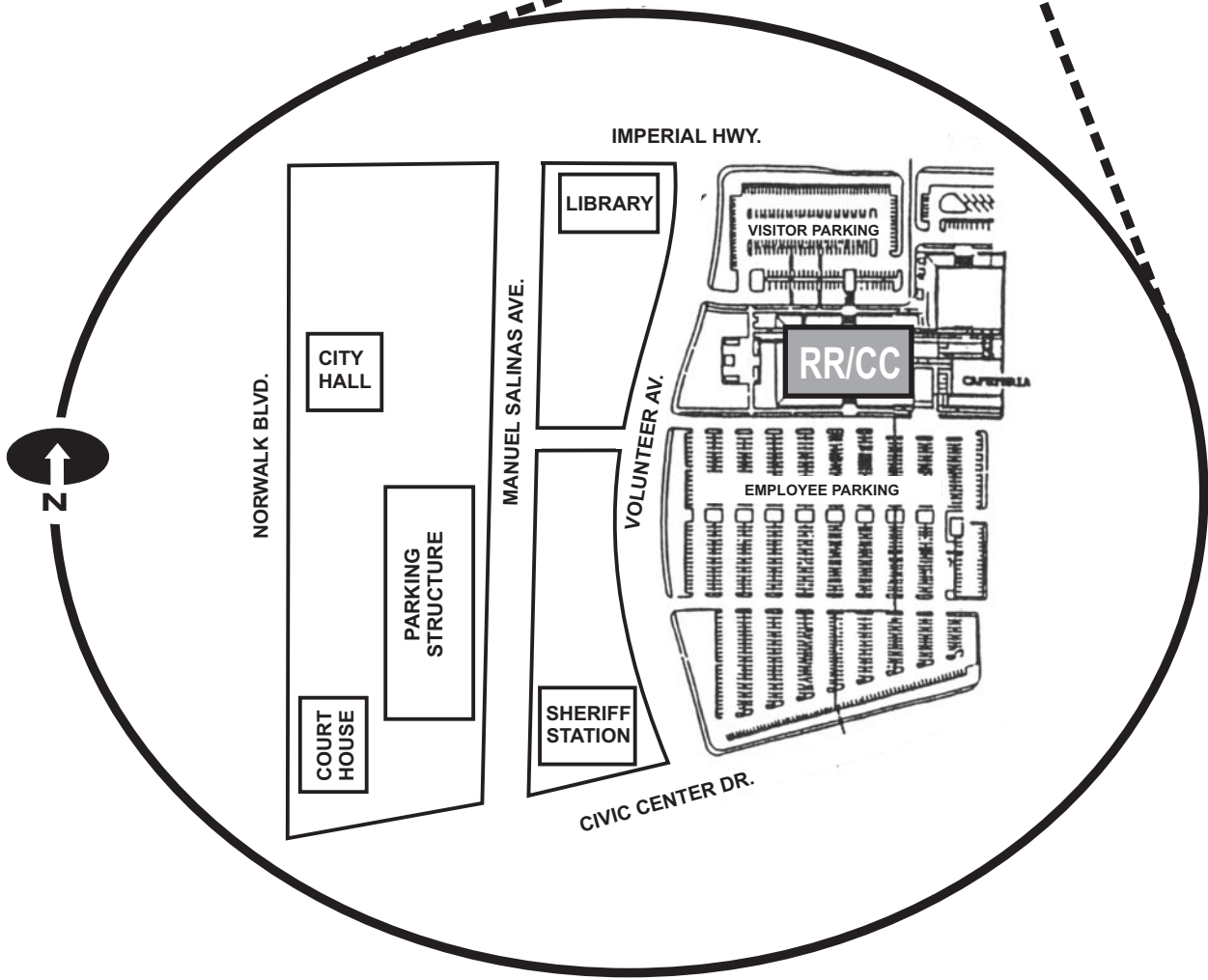
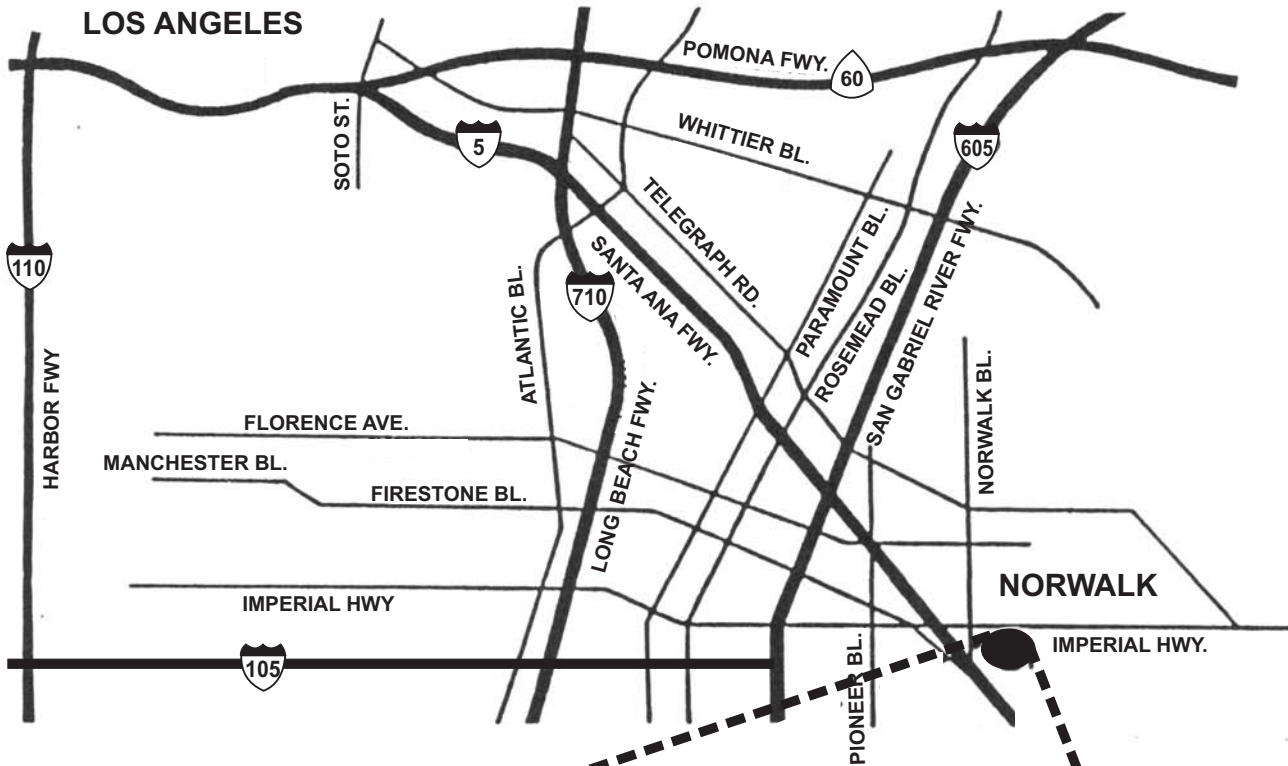


Prepared By

REGISTRAR-RECORDER/COUNTY CLERK'S OFFICE  
Election Preparation Division

**562-462-2317**

COUNTY OF LOS ANGELES  
**REGISTRAR-RECORDER/COUNTY CLERK**  
12400 IMPERIAL HWY., NORWALK, CA 90650



## **NOTICE**

This LACERA Candidate Information Booklet has been prepared to assist you in filing documents relating to the election. It includes a calendar of events, general information, established procedures, and filing requirements. It is not intended to provide legal advice and is for general reference and guidance only.

Please note that it is not within the purview of the Registrar-Recorder/County Clerk's office to determine whether a candidate meets the requirements for holding office. Individuals with questions concerning their own or other candidate qualifications or other related matters should seek legal counsel.

Candidates and others using this Candidate Information Booklet must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

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# Introduction

General Information  
and  
Rules for Candidates



## INTRODUCTION

**GENERAL INFORMATION** – State law requires that the Board of Supervisors conduct an election to fill vacant or expired seats on the Los Angeles County Employees Retirement Association (LACERA) Board of Investments and Board of Retirement.

LACERA is a public entity separate from the County of Los Angeles that was created to provide retirement, disability and death benefits to Los Angeles County employees.

LACERA is comprised of two managing boards, the Board of Investments and the Board of Retirement. For more information you can visit the LACERA website at [http://bos.co.la.ca.us/lacera\\_election.htm](http://bos.co.la.ca.us/lacera_election.htm).

The **Board of Investment** has nine members. The Los Angeles County Board of Supervisors appoints five members, and four members are elected by the LACERA membership. Two of the elected members are General Members, one is a Safety Member, and one is a Retired Member.

The **Board of Retirement** is comprised of nine members and two alternate members. The Board of Supervisors appoints five members and six are elected by the LACERA membership. The six elected members are comprised of two General Members, two Retired Members, one of whom is an Alternate Member of the Board, and two Safety Members, one of whom is also an Alternate Member of the Board.

- A **General Member** is a person who is working at least three-quarter time as a permanent employee for the County or for an outside district, and who is earning service credit in a retirement plan.
- A **Safety Member** is a permanent employee of Los Angeles County working three-quarter time or more in firefighting, forestry, lifeguarding, or law enforcement (including District Attorney Investigators).
- A **Retired Member** is a former Los Angeles County or outside district employee who has taken either a service retirement or a disability retirement.

LACERA administrators manage the retirement funds for the County of Los Angeles. They are the largest county retirement system in the United States, serving more than 144,000 members. The LACERA membership is comprised of individuals from a diverse range of careers, age groups, and ethnicities – all contributing to the greater welfare of Los Angeles County.

NOTE: For the LACERA Election to be held on August 8, 2006 the offices of **Third Member, Board of Investments** and **Third Member, Board of Retirement** for General Members are up for election. Members eligible to vote in this election shall be General Members of the Retirement Association on or before March 1, 2006. The total eligible voting population is approximately 77,000 persons.

INTRODUCTION (Continued)

**IMPORTANT RULES FOR PROSPECTIVE CANDIDATES** – LACERA Candidates may not use County of Los Angeles time or County resources to further their campaign or election efforts, this includes; **sending electronic mail, conducting unauthorized walk-through in County office areas during regular work shift hours, the use of any County of Los Angeles equipment, and/or using County space for campaigning purposes.** Solicitation for candidate support should be limited to lunch, break times and off-duty hours.

**BULLETIN BOARD/CAMPAIGN MATERIAL** – Department Heads will designate bulletin board space for all candidates to post campaign material provided it clearly states the following disclaimer.

**Employees are prohibited from using County time or County resources to further the campaign or election of the candidate.**

Campaign material without this disclaimer is not acceptable for posting or distributing on County property. Any election rule violations by a county employee(s) may result in administrative discipline. (See Rule Numbers 15-16 of the Resolutions)



# Chapter 1

Calendar Of Events



# CALENDAR OF EVENTS

## LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION GENERAL MEMBERS – AUGUST 8, 2006

All documents are to be filed with and duties performed by the  
Registrar-Recorder/County Clerk (RR/CC) unless otherwise specified.

DATES			EVENTS
April 26 (W) thru May 25 (Th) 5:00 p.m.	E – 104	E – 75	<p><b>CANDIDATE FILING</b> Period during which nomination documents may be obtained and filed.</p> <p><b>CANDIDATE STATEMENTS</b> During this period candidates for the offices of Board of Investments and Board of Retirement may file a statement not to exceed <b>200</b> words.</p>
May 26 (F) thru June 2* (F)	E – 74	E – 67*	<p><b>PUBLIC INSPECTION PERIOD</b> During this period Candidate Statements shall be open for Public Examination for 5 business days excluding weekends and/or holidays. A fee may be charged to any person obtaining a copy of the material. During this period any person may file a writ of mandate or an injunction to require any or all of the material to be amended or deleted.</p>
May 30 (Tu)	E – 70		<p><b>STATUS OF NOMINEE</b> The Registrar-Recorder/County Clerk’s (RR/CC) office shall check the signatures on the nominating petitions and notify each nominee of his/her qualifying status.</p> <p><b>Note:</b> On this date a list of Qualified Candidates Nominees will be posted on the RR/CC website. <a href="http://bos.co.la.ca.us/lacera_election.htm">http://bos.co.la.ca.us/lacera_election.htm</a></p> <p>If by this date the RR/CC determines that only one member has been duly nominated, the RR/CC shall notify the Board of Supervisors and the BOS shall order that no election be held.</p> <p>On this date the RR/CC is scheduled to certify nominated candidates to the Board of Supervisors.</p>
May 31 (W) 10:00 a.m. & 2:00 p.m.	E – 69		<p><b>RANDOM DRAWING OF CANDIDATES’ NAMES FOR PLACEMENT ON THE BALLOT</b> The random public drawing shall take place in the Executive Office of the Board of Supervisors at <b>10:00 a.m.</b> for the Board of Retirement and at <b>2:00 p.m.</b> for the Board of Investment.</p>
July 11 (Tu) thru July 28	E – 28	E – 11	<p><b>MAILING OF BALLOTS</b> During this period the RR/CC will begin mailing ballots to eligible LACERA General Members.</p>

\*Date adjusted due to weekend and/or holiday.

LEGEND: E- = Election minus or plus days before or after an election date.

CALENDAR OF EVENTS (continued)

DATE		EVENTS
July 18 (Tu) thru July 27 (Th) 5:00 p.m.	E – 21      E – 12	<b>REQUEST FOR A DUPLICATE BALLOT</b> First and last day General Members can request a duplicate ballot, which must be in writing to their <b>Department Election Coordinator</b> . The Department Election Coordinator will contact the Registrar-Recorder/County Clerk’s office to mail a duplicate ballot  <b>Note:</b> Contact your Department Election Coordinator to request a Duplicate Ballot. (See <b>EXHIBIT A</b> ) A listing of all Election Coordinators can be accessed <a href="http://bos.co.la.ca.us/lacera_election.htm">http://bos.co.la.ca.us/lacera_election.htm</a>
July 28 (F) 5:00 p.m.	E – 11	<b>DUPLICATE BALLOTS</b> Last day for Registrar-Recorder/County Clerk’s to mail duplicate ballots.
Aug 8 (Tu) 5:00 p.m.	E	<b>ELECTION DAY</b> All ballots must be delivered via U.S. mail or in person to the Registrar-Recorder/County Clerk’s office
Aug 10 (Th) 10:00 a.m.	E + 2	<b>BALLOTS TALLIED</b> RR/CC tallies (counts) all ballots for the LACERA General Members Election.
Aug 11 (F)	E + 3	<b>ELECTION CERTIFICATION</b> The RR/CC is scheduled to certify elections results to the Board of Supervisors.
Aug 15 (Tu) 5:00 p.m.	E + 7	<b>PROTEST</b> Last day any Candidate desiring to protest the results of the election may file a written protest with the Executive Office of the Board of Supervisors. The written protest <b>must specify</b> the grounds for the protest and be accompanied by supporting documentation.  <b>RECOUNT</b> Last day a written request for a recount may be filed with the RR/CC. The Candidate filing the request for the recount shall bear the cost by submitting a deposit <b>before</b> the recount is commenced and at the <b>beginning</b> of each day following with the RR/CC. These amounts covers the cost of the recount for that day.
Aug 22 (Tu)	E + 14	<b>COMMENCING A RECOUNT</b> Last Day for the Registrar-Recorder/County Clerk to commence a recount.
Aug 29 (Tu)	E + 21	<b>ELECTION RESULTS</b> Election results will be declared official by the Board of Supervisors, on this date or any other meeting date following completion of a recount.

# **Chapter 2**

Candidate Qualifications  
And  
Information On Offices



## CANDIDATE QUALIFICATIONS AND INFORMATION ON OFFICES

The following LACERA General Member offices are up for election:

OFFICE	TERM OF OFFICE	NOMINATING SIGNATURES
Third Member, Board of Investments  Third Member, Board of Retirement	Beginning January 1, 2007  thru December 31, 2009 for a three year term.	50 (Active General Members Only)

**LACERA CANDIDATES** – All candidates for the Board of Investments and/or the Board of Retirement **must** be an Active General Member of the Los Angeles County Employees Retirement Association.

**FILING FEE** – None Required.

**PLACEMENT OF NAME ON BALLOT** – The random drawing of names which determines ballot name order shall take place in the Executive Office of the Board of Supervisors.

**VOTES REQUIRED TO ELECT A CANDIDATE** – The person receiving the highest number of votes shall be declared elected. In the event two or more persons tie for first place, the winner to be elected shall be determined, by drawing lots before the Board of Supervisors.





# **Chapter 3**

General Information  
On  
Filing Procedures



<b>GENERAL INFORMATION AND FILING PROCEDURES FOR CANDIDATES</b>
---

**GENERAL INFORMATION** – All LACERA candidates must be an Active General Member of the **Los Angeles County Employees Retirement Association** at the time nomination papers are issued.

All Candidate Nominating Petition forms must contain the Candidate's Name, Los Angeles County Department Work Location and the elective Office Title to which he or she is seeking election. Each Candidate or Authorized Agent will receive oral and written instructions regarding procedures to be followed in completing the nomination processes when the forms are issued.

Only official documents issued by the Registrar-Recorder/County Clerk's office may be used. The Candidate Nominating Petition forms are available at the Registrar-Recorder/County Clerk's Office, 12400 Imperial Highway, Norwalk, 2<sup>nd</sup> Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and holidays.

**NOMINATION FILING PERIOD**

APR 26 (W) Through MAY 25 (Th)	E – 104    E – 75	<b>NOMINATION PERIOD FOR ALL CANDIDATES</b>
--------------------------------------	-------------------	---

Mail must be addressed to:

Registrar-Recorder/County Clerk  
P.O. Box 1024  
Norwalk, CA 90650-1024

Attn: Election Planning Section,  
Second Floor, Room 2015  
Nomination Documents Enclosed

Or delivered to:

Registrar-Recorder/County Clerk  
Election Information Section,  
Second Floor, Room 2013  
12400 Imperial Highway  
Norwalk, CA 90650

Business Hours: 8:00 am to 5:00 pm

The Registrar-Recorder/County Clerk's office **cannot** legally accept any Candidate Nominating Petitions sent via U.S. Mail or personal delivery, **WHICH ARE RECEIVED BY THIS OFFICE AFTER 5:00 P.M. on May 25, 2006** which is the filing deadline.

**EXTENSION OF CANDIDATE FILING** – There are no provisions for an extension of time for filing Candidate Nominating Documents.

**WRITE-IN CANDIDATES** – There are no provisions for Write-In Candidates. Therefore, no Write-In votes shall be counted.

**CANDIDATE WITHDRAWAL** – Withdrawal of Candidacy is permitted up to and including the deadline date to file Candidate Nomination Documents.


# CANDIDATE NOMINATION PROCESS

## AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS

LACERA Candidates who will have their Candidate Nomination Documents picked up and/or filed **via an Agent** must complete the AUTHORIZATION TO PICK-UP AND/OR FILE CANDIDATE NOMINATION DOCUMENTS form.

Below is a **generic sample** of the Authorization Form.

1. Print candidate's (your) name.
2. Print the elective office title.
3. Print the agent's name and phone number.
4. Check the box for each applicable form.
5. Complete the middle section of the form with, how you would like your name to appear on the ballot, along with the other information requested.
6. Complete the **INFORMATION FOR PUBLICATION** box.
7. Sign and date the form before giving it to your Agent.



COUNTY OF LOS ANGELES  
REGISTRAR-RECORDER/COUNTY CLERK

ELECTION PLANNING SECTION  
(562) 462-2317

**AUTHORIZATION TO PICK-UP AND/OR FILE  
CANDIDATE NOMINATION DOCUMENTS**

I, \_\_\_\_\_, candidate for the office  
CANDIDATE'S NAME -- PLEASE PRINT

of \_\_\_\_\_ hereby authorize  
OFFICE TITLE

AGENT'S NAME \_\_\_\_\_ (\_\_\_\_\_) AGENT'S PHONE NUMBER \_\_\_\_\_

to receive and/or file the following nomination documents:

Please check applicable forms (  )

Signature in Lieu of filing fee Petitions  
 Candidate Statement

Declaration of Candidacy  
 Nominating Petitions

I am aware that the Nomination documents must be properly executed and delivered to the County of Los Angeles Registrar-Recorder/County Clerk's Office no later than 5:00 p.m. on the last day to file such documents.

I request that my name be placed upon the ballot as follows: (Please print)

FIRST NAME \_\_\_\_\_ MIDDLE NAME OR INITIAL \_\_\_\_\_ LAST NAME \_\_\_\_\_

My residence address is:

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

My telephone numbers are: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
DAYTIME EVENING

(\_\_\_\_\_) \_\_\_\_\_  
FAX

My internet addresses are: WEBSITE \_\_\_\_\_ E-MAIL \_\_\_\_\_

I would like the following information to be used for purposes of listings prepared and issued to the news media and/or the public. (If none given, the above information will be listed.)

**INFORMATION FOR PUBLICATION**

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME PHONE: (\_\_\_\_) \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_

FAX: (\_\_\_\_) \_\_\_\_\_

WEBSITE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

CANDIDATE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

R1024 REV. 7/2005

## CANDIDATE NOMINATION PROCESS (continued)

“**HOW DO I GET STARTED?**” There are five (5) easy steps to the candidate nomination process as follows:

### STEP 1 – APPLYING FOR CANDIDATE NOMINATION DOCUMENTS

Below is a **generic sample** of the Candidate Registration & Qualification Form.

Candidates or Authorized Agents are required to fill out a Candidate Registration & Qualification Form for the Nomination Documents.

1. Print your name as you wish it to appear on ballot.
2. Print your residence street address.
3. Print your city name.
4. Print your telephone numbers.
5. Print the elective office title for which you are applying.
6. Print your L.A. county department work location.
7. The Candidate or Agent must sign and date the form.

Candidate or Agent must verify that the candidate information, including the name to appear on ballot, office title, addresses, telephone numbers, are printed correctly on all forms.

MEMBERS		FOR OFFICE USE
LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM		SEQ. NO. _____
COUNTY EMPLOYEE ELECTION		
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPS)		
FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)	LAST
RESIDENCE STREET ADDRESS		
CITY NAME		ZIP CODE
TELEPHONE NUMBER		
DAYTIME ( )		EMAIL:
OFFICE TITLE _____ MEMBER, BOARD OF _____		
COUNTY DEPARTMENT NAME		
"I am aware of the qualifications for office"		
SIGNATURE OF CANDIDATE OR AGENT		DATE
FOR OFFICE USE ONLY		
ISSUE DATE	FILED DATE	TYPIST NAME

The Candidate Registration & Qualification Form is used for preparing the nomination documents. It is important that the information is accurate. This information will be published and distributed to the news media and the general public.

## CANDIDATE NOMINATION PROCESS (continued)

### STEP 2 – ISSUING LACERA PACKETS

Candidates will receive a LACERA packet containing a letter to the Candidate, Candidate Information Booklet, Nomination Petitions, Board Adopted Election Resolutions including the Powers and Duties for designated Board Members.


Below is a **generic sample** of the letter to the Candidate.

The candidate Letter must be signed by the candidate or an authorized agent acknowledging receipt of the nomination filing packet, which includes:

1. The nominating petitions.
2. The candidate statement form.
3. The resolution containing pertinent dates and information pertaining to the election.

This Letter also confirms that the Candidate and/or the authorized agent is aware of the following:

1. The qualifications of candidacy for the elective office.
2. The requirements for filling candidate statements.
3. The last day to file nomination papers.
4. Nomination Petitions must be filed no later than (date).

 CONNY B. MCCORMACK REGISTRAR-RECORDER/COUNTY CLERK	<b>COUNTY OF LOS ANGELES</b> <b>REGISTRAR - RECORDER/COUNTY CLERK</b> 12400 IMPERIAL HWY. – P.O. BOX 1024, NORWALK, CALIFORNIA 90650-1024				
Dear Candidate:					
This package contains the nomination documents for filing as a candidate for the _____ Los Angeles County Employees Retirement Association Election.					
<b>The following items have been received:</b>					
1. NOMINATION PETITIONS (2)					
2. CANDIDATE STATEMENT FORM (1)					
3. RESOLUTION (1) Contains pertinent dates and information pertaining to the election.					
<b>I am aware of the following:</b>					
1. QUALIFICATIONS FOR CANDIDACY FOR OFFICE					
2. REQUIREMENTS FOR FILING CANDIDATE STATEMENTS					
3. LAST DAY TO FILE NOMINATION PAPERS					
4. NOMINATION PETITIONS MUST BE FILED NO LATER THAN _____					
Please call the Election Planning Section immediately at (562) 462-2317, if you have any questions regarding the enclosed materials.					
_____ CANDIDATE or AUTHORIZED REPRESENTATIVE					
<table border="1"><tr><td colspan="2">OFFICE USE ONLY</td></tr><tr><td>Deputy Initials</td><td>Date</td></tr></table>		OFFICE USE ONLY		Deputy Initials	Date
OFFICE USE ONLY					
Deputy Initials	Date				

CANDIDATE NOMINATION PROCESS (continued)

**STEP 3 – FILING NOMINATION PETITIONS**

The candidate nomination **petitions signer** qualifications are as follows:

1. Nomination Petitions must be signed by at least **50 or more**, Active General Members, of the Los Angeles County Employees Retirement Association.
2. **Each signer must**; print and sign their own name, include their Employee Number and their Los Angeles County Department Work Location.
3. Petitions must be filed with the Registrar-Recorder/County Clerk’s Office, 12400 Imperial Highway, Norwalk, 2<sup>nd</sup> Floor, Room 2013, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding Saturdays, Sundays and holidays.

Below is a **generic sample** of the LACERA Candidate Nominating Petitions (front and back).

CANDIDATE NOMINATING PETITION – PAGE 1

MEMBER, BOARD OF \_\_\_\_\_

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION

ELECTION DATE \_\_\_\_\_

We the undersigned **General Members** of the Los Angeles County Employees Retirement Association nominate:

an employee of \_\_\_\_\_ Department.

1. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
2. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
3. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
4. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
5. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
6. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
7. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
8. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
9. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
10. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
11. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
12. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
13. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
14. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
15. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
16. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
17. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
18. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
19. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
20. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____

(OVER)

CANDIDATE NOMINATING PETITION – PAGE 2

21. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
22. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
23. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
24. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
25. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
26. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
27. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
28. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
29. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
30. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
31. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
32. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
33. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
34. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
35. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
36. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
37. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
38. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
39. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____
40. Print _____ Sign _____	EMPLOYEE # _____ DEPARTMENT _____

**IMPORTANT**

1. Petition must be signed by at least 50 or more \_\_\_\_\_ Members of the Los Angeles County Employees Retirement Association.
2. Petitions must be filed with the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, CA 90650, by 5:00 p.m., \_\_\_\_\_.

CANDIDATE NOMINATION PROCESS (continued)

**STEP 4 – FILING MANDATORY AND OPTIONAL DOCUMENTS**

Listed below are the mandatory and optional documents to be filed for candidacy. It is the obligation of the candidate to ensure that filing requirements and deadlines are met. All candidates are urged to file documents as early as possible to avoid a last minute rush.

DOCUMENTS	APPLIES TO
Nominating Petitions	All Candidates
Candidate Statement Form	Optional for all Candidates
For further information, contact the Election Planning Section at (562) 462-2317	

**STEP 5 – CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS**

Below is a **generic sample** of the receipt you will receive when filing your nomination documents.



**Los Angeles County**  
Registrar-Recorder/County Clerk

**Election Planning Section**  
(562) 462-2317

**LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION**  
**ELECTION DATE**

**CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS**

Candidate's Name: \_\_\_\_\_

Office: \_\_\_\_\_

The following documents have been received:

- Nominating Petitions ( \_\_\_\_ Sections)
- Statement of Qualifications
- Other \_\_\_\_\_

\_\_\_\_\_  
Elections Deputy

\_\_\_\_\_  
Date

CAND



# Chapter 4

Candidate Statements



## CANDIDATE STATEMENTS

**GENERAL INFORMATION** – Candidate Statements must be filed no later than 5:00 p.m. on May 25, 2006 the last day of the nomination period.

ESTIMATED COST	WORD LIMIT	ENHANCED WORDS
NONE	200	25

1. Candidate Statements are optional and may include the candidate's age and occupation.
2. Candidates are prohibited from making any reference to another candidate or to another candidate's qualification character or activities.
3. Statements are **confidential** until after close of the nomination period.

**WITHDRAWAL AND/OR RE-FILING OF CANDIDATE STATEMENTS** – Candidate Statements may be **withdrawn** or **withdrawn and re-filed** no later than 5:00 p.m. on May 25, 2006 the last day to file nomination documents.

**FORMAT AND CONTENT REQUIREMENTS** – Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated. However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed **25** words.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall **NOT** in any way make reference to other candidate or to another candidate's qualifications.

All statements should be checked by the candidate for correct spelling and punctuation as the Registrar-Recorder/County Clerk's office **is not permitted to edit** any material contained therein.

**PUBLIC EXAMINATION PERIOD** – Candidate Statements will be available for Public Examination for a period of 5 business days from **May 26, 2006** through **\*June 2, 2006** (excluding weekends and/or holidays). A fee may be charged to any person wishing to obtain a copy of the material. During this period, any person may file a writ of mandate or an injunction to require any or all of the data/material to be amended or deleted.

\* Date adjusted due to weekend and/or holiday.

**WORD COUNTING GUIDELINES**  
**FOR**  
**LACERA CANDIDATE STATEMENTS**  
(Elections Code Chapter 1. General Provisions, Section 9)

The following guidelines are used by the Registrar-Recorder/County Clerk's Office for counting words on Candidate Statements. If the text exceeds the specified 200 word limit, the author will be asked to delete words or change text until the statement conforms with these requirements.

1. Punctuation marks are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
2. The words "I", "a", "the", "and", "an" are counted as individual words.
3. **GEOGRAPHICAL NAMES** such as countries, states, counties, cities, towns, or jurisdictions are counted as one (1) word.  
**Such as:** "City of Los Angeles" = 1 word  
"City and County of San Francisco" = 1 word
4. **ABBREVIATIONS** each acronym or abbreviation for a word, phrase, or expression is counted as one (1) word.  
**Such as:** UCLA, PTA, USMC, LAPD, U.S.M.C.
5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.  
**Such as:** Attorney-at-law
6. **DATES** consisting of a combination of digits are counted as one (1) word.  
**Such as:** 3/18 7/21/89  
**DATES** consisting of a combination of words and digits are counted as two (2) words.  
**Such as:** July 21, 1983 18 June, 1987
7. **NUMERIC COMBINATIONS** are counted as one (1) word.  
**Such as:** 1973 13 1/2 1971-73 5% 8/3/73 #14
8. **MONETARY AMOUNTS**  
**Such as:** \$1,000.00 are counted as one (1) word  
**Such as:** \$4 million are counted as two (2) words
9. **NAMES OF PERSONS AND THINGS** are counted as individual words.  
**Such as:** Gus Enwright (2 words)  
L. A. Basketball Team (3 words)
10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.  
**Such as:** 1 (800) 815-2666 1-562-462-2317
11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.  
**Such as:** <http://www.co.la.ca.us> [www.lavote.net](http://www.lavote.net) <http://www.lacounty.info>

CANDIDATE STATEMENT (continued)

Below is a **generic sample** of the LACERA Candidate Statement Form.

REGISTRAR-RECORDER/COUNTY CLERK	COUNTY OF LOS ANGELES
<b>CANDIDATE STATEMENT FORM</b>	
STATEMENT OF _____	
<small>(NAME TO APPEAR ON BALLOT)</small>	
CANDIDATE FOR _____ MEMBER, BOARD OF _____	
LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION	
ELECTION DATE _____	
<b>STATEMENT MUST BE TYPED IN UPPER AND LOWER CASE TYPE</b>	
Age: _____	
Occupation: _____	

CANDIDATE STATEMENT (continued)

Below is a **generic sample** of how the LACERA candidate statement will appear once it is typeset and included in the official ballot material.

**STATEMENT OF JOHN DOE**  
CANDIDATE FOR THIRD MEMBER,  
BOARD OF RETIREMENT

Age: 40

Occupation: Accountant

I seek your vote for election to the LACERA Board of Retirement. My experience includes 30 YEARS as a FINANCIAL ANALYST, CONSULTANT and ACCOUNTANT.

I have worked hard in my private and county careers and have increased financial wealth of all who have allowed me to oversee their financial assets. Please allow me to work with your hard earned money so that I can accomplish my goals of securing a great retirement for you.

- I have a Bachelor's Degree from Any City University and a Master's Degree from The College of the United States.
- I will be a fair judge of every case that comes before me and make sure that employees' rights are protected.
- I am a proven advocate.
- I will continue to make sure our pensions are what YOU want.

Please fill in the circle next to my name, John Doe on your LACERA ballot.

- GIVE me your trust! - Give ME your confidence!!
- Give me YOUR assets!!!
- Give me your VOTE!!!!

Remember, JOHN DOE will work hard FOR YOU!

**EXHIBIT**





# EXHIBIT A

## 2006 LACERA ELECTION



### DUPLICATE BALLOT REQUEST FORM

In accordance with the election resolutions adopted by the Board of Supervisors establishing the procedures for the election of the Third Member, Board of Investments and the Third Member, Board of Retirement the following employee is requesting a duplicate ballot. An employee eligible to vote in this election must be a General Member of the Los Angeles County Employees Retirement Association on or before March 1, 2006.

Item 19 of the election resolution for the Third Member, Board of Investments and item 19 of the election resolution for the Third Member, Board of Retirement provides for an employee who has not received a ballot by **Tuesday, July 18, 2006** and who desires to vote may request a duplicate ballot. An employee requesting a duplicate ballot must submit to their departmental election coordinator a written signed statement requesting the Registrar-Recorder/County Clerk to issue a duplicate ballot.

The deadline for a duplicate ballot request to be received by the Registrar-Recorder/County Clerk is **5:00 p.m. Thursday, July 27, 2006**. Request may be filed via facsimile at (562) 466-6025. Departmental Election Coordinators will retain the employee's written signed statement requesting a duplicate ballot for (60) days after the date of the final declaration of the election results by the Board of Supervisors.

#### PLEASE PRINT

1. \_\_\_\_\_  
Employee Name Employee Number
- \_\_\_\_\_ City State Zip  
Mailing Address

#### OFFICIAL USE ONLY

##### Requesting Election Coordinator Information

Please Print:

\_\_\_\_\_  
Election Coordinator Name

\_\_\_\_\_  
Area Code/Telephone Number ( ) Area Code/Facsimile Number

\_\_\_\_\_  
Department Department Number

\_\_\_\_\_  
Signature of Election Coordinator



# 2006

## JANUARY

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## FEBRUARY

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## MARCH

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## APRIL

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## MAY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## JULY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## AUGUST

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SEPTEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## OCTOBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## NOVEMBER

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## DECEMBER

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

