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San Bernardino County Employees'
Retirement Association

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Area **General**
Applicability **SBCERA
systemwide**

Board of Retirement Elections

POLICY NO. 006

I. Purpose

The purpose of this Board of Retirement Elections Policy (Policy) is to establish a transparent and accessible process for the election of Members to the Board of Retirement, filling Elected Member vacancies and counting ballots. In addition, the Policy is intended to mitigate the appearance, or risk, of any corruption of the election process for the Board. This Policy is intended to implement, and be consistent with, applicable statutes governing the subject matter hereof, and should be construed accordingly. To the extent of any inconsistency between this Policy and governing statutes as they exist on the date of this policy's adoption in its current form or as they may later be amended, the governing statutes shall control.

II. Objectives

- A. A transparent, secure, fair, and impartial election process.
- B. A workable schedule for the conduct of elections.
- C. Protection of member privacy in the election process.
- D. Specification of a process for filling vacancies when they occur.
- E. Recount procedures.

III. Background

The County Employees Retirement Law of 1937 (CERL) requires that certain members of the Board of Retirement be elected by System members. (Government Code Sections 31520.1, 31520.5)

The CERL does not prescribe procedures for electing candidates, filling vacancies, or conducting recall

elections, and does not incorporate the California Elections Code. The following guidelines are hereby adopted by the Board of Retirement (Board) to provide clear direction for the election process.

Many of the provisions contained herein are modeled on provisions of the California Elections Code and/or Uniform District Elections Law (UDEL) of Elections Code; however, this policy is not intended to make such Codes, in its entirety, applicable to SBCERA elections.

IV. Governing Laws

- A. Government Code 31520.1 establishes the composition of a Board of Retirement governed by the CERL. Those Members for which elections are conducted are described under Article 3 of the County Employees Retirement Law of 1937, Government Code sections 31520.1 and 31520.5:
 - 1. Two “General” Members of the Board of Retirement elected by active non-safety membership (employees), also referred to as the Second and Third Members of the Board.
 - 2. One “Safety” Member of the Board of Retirement elected by active safety membership (employees), also referred to as the Seventh Member of the Board.
 - 3. One “Alternate Safety” Member of the Board of Retirement elected by active safety membership (employees), also referred to as the 7A Member of the Board.
 - 4. One “Retired” Member of the Board of Retirement elected by the retired membership, also referred to as the Eighth member of the Board.
 - 5. One “Alternate Retired” Member of the Board of Retirement elected by the retired membership, also referred to as the 8A Member of the Board.
- B. Four Members of the Board of Retirement are appointed by the County Board of Supervisors (Fourth, Fifth, Sixth and Ninth Members). One of the appointed members may, but need not be, an elected County Supervisor. The final member is the County Treasurer-Tax Collector who serves as an Ex-Officio Member (First Member). The Ex-Officio may designate an alternate to act in their absence.
- C. All Members serve for three-year terms except for the Ex-Officio Member.
- D. Members must also meet requirements applicable to public officers generally, including a requirement that they be 18 years of age and a resident of California. (Government Code Section 1020.) Employees of SBCERA are disqualified from service as elected members by Government Code Section 53227, which prohibits active employees of an agency from service on that agency's governing board, and by judicial decision. (Kern County Board of Retirement v. Bellino (2005) 126 Cal.App.4th 781.)

V. Election Administration Responsibilities and Contract

- A. SBCERA's CEO and Chief Counsel shall serve as the election officials charged with ensuring all elections are conducted in accordance with this policy. They may delegate powers and duties to other SBCERA staff, as appropriate.

- B. In order to prevent an actual or perceived conflict of interest, SBCERA shall contract with an election provider ("Contracted Election Provider") to conduct any and all elections, as set forth below. The Contracted Election Provider shall have the appropriate staff and resources to manage the issuance of paper ballots and electronic voting systems, count votes, and certify the election results.
- C. SBCERA's CEO and Chief Counsel, or their designee(s), shall be responsible for noticing the election; providing all requisite forms to candidates, certifying eligibility of candidates and posting them on the SBCERA website; validating candidate statements, ballot designations, and verification of filing fees; creating a list of eligible voters and forwarding it to the Contracted Elections Provider; preparing ballots; renting a PO Box designated for SBCERA elections; storing election materials; and posting the certification provided by the Contracted Election Provider to the SBCERA website.
- D. SBCERA's CEO and Chief Counsel shall review any preliminary challenges to election procedures. If a formal contest statement is filed, SBCERA's CEO and Chief Counsel shall determine if a recount will be conducted and notify the requestor. (See comments below in Sec. XII (C).)
- E. SBCERA's CEO, Chief Counsel, and the Contracted Election Provider shall be jointly responsible for determining the disposition of all questionable ballots that are set aside by the Contracted Election Provider. (See comments below in Sec. X (C).)
- F. The Contracted Election Provider shall be responsible for carrying out its responsibilities as outlined in the Statement of Work attached to the Professional Services Agreement (Agreement) with the Board. These responsibilities consist of bar-coding the return ballot envelopes; distributing ballots to eligible voters; receiving and tallying voted ballots; ensuring no more than one vote is cast per member; comparing voted ballots with the list of eligible voters to ensure only eligible members may vote; setting aside questionable ballots; repairing or transferring damaged ballots; certifying the accuracy of all ballot counting machines; and, certifying the results of all elections.

VI. Eligibility to Vote

A member is eligible to vote for a candidate designated as a safety, general, retired member, or alternate retired member, only if the member belongs to the same category of membership during the pay period immediately preceding the month in which the election is held. A supplemental list of eligible voters shall be provided to the Contracted Election Provider at the end of this pay period to ensure all eligible voter receives a ballot. Beneficiaries of members are not eligible to vote. Members in deferred status are not eligible to vote.

VII. Elections Schedule

Elections are to be held on the first Tuesday in December of election years in accordance with this Policy and the Agreement between the Board and the Contracted Election Provider conducting the election. Special elections will be held only when a vacancy occurs and in accordance with the provisions in this Policy. (See comments below in Sec. XI (H) and XVI).

SBCERA's CEO and Chief Counsel, or their designee, shall publish a Notice of Election on or before

the first Monday in July (or following business day if the first Monday is a holiday) of election years, which shall include the Election Calendar and a brief description of voting procedures. Attached as Appendix B is a sample Notice of Election and Calendar.

The resultant date Board members elected shall take office is January 1 of the following year.

VIII. Candidacy Eligibility, Certification and Requirements

Any active general member of SBCERA, with the exception of those specified in Section IV. D., is eligible to run for the position of second or third member of the Board. To be eligible to run as a safety member, the member must be among the group classified as safety. The alternate safety member shall be that candidate for the seventh member from the group classified as safety, which is not represented by the seventh member who received the highest number of votes of all candidates in that group.

Candidates for the eighth member and alternate eighth member on the Board of Retirement shall be retired members of SBCERA. The alternate eighth member of the Board shall be elected separately by the retired members of SBCERA in the same manner and at the same time as the eighth member is elected.

These eligibility standards shall be deemed to be amended to comply with current provisions of the County Employees Retirement Law of 1937 or other applicable law relating to eligibility requirements for members of the Board of Retirement, or as determined by a court of competent jurisdiction.

During the period outlined in the Election Calendar (published on the SBCERA website on or before the first Monday in July of election years), qualified applicants may pursue election to a seat on the Board of Retirement by obtaining the following requisite forms, at www.sbcera.org/elections. All fully executed forms must be filed electronically by submitting them to elections@sbccera.org during the period outlined in the Election Calendar. In person filing will not be accepted at SBCERA offices.

A. Declaration of Candidacy Form

1. Upon completing and signing this form, the Candidate acknowledges that, if elected, they are committed to serving out their term by, at a minimum, attending and participating at SBCERA Board and Committee meetings.
2. Candidate must designate the seat to which the candidate seeks election.
3. Elections for the active Safety (Seventh Member) and the Alternate Safety (Alternate Seventh Member) are considered elections for the same seat.
4. Elections for the Retired (Eighth Member) and the Alternate Retired (Alternate Eighth Member) are considered elections for separate seats.
5. A candidate may not be certified for more than one seat on the Board of Retirement.
6. A \$350 fee to file for candidacy is required. Failure to pay the candidate filing fee by the deadline outlined in the published election calendar shall result in the candidate being disqualified by the CEO and Chief Counsel. The candidate filing fee is non-

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refundable and must be received by, or postdated, no later than the filing deadline outlined in the publish election calendar. Checks must be made payable to SBCERA in the amount of \$350 and sent to: **SBCERA, Attention - Elections, 348 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92408**

B. Candidate Statement and Ballot Designation Form

1. Candidate Statement

- a. The Candidate Statement must adhere to the following guidelines. If a candidate does not submit a Candidate Statement by the deadline outlined in the Election Calendar, no statement will be included on the ballot for that candidate.
- b. Shall not be any more than 250 words in length. Words shall be counted as provided in California's Elections Code Section 9.
- c. May include the name, occupation of candidate, and a brief description of the candidate's education, qualifications, and platform for the position.
- d. Shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character or activities.
- e. Shall not include the candidate's political party affiliation, nor membership or activity in partisan political organizations.
- f. Candidate Statements may be withdrawn and changed until the filing deadline outlined in the published Election Calendar. Candidate Statements shall remain confidential until the expiration of the filing deadline.
- g. SBCERA's CEO shall not cause to be printed or circulated any Candidate Statement that they determine to include any prohibited reference. If the CEO, in consultation with Chief Counsel, determines that the Candidate Statement violates the provisions of this Policy, the CEO shall inform the candidate. The candidate will have one business day to resubmit a Candidate Statement that conforms to this Policy.
- h. The Candidate Statement shall be included as a part of the ballot in the same formatting that it is received from the candidate (capitalization, bold, underline, etc.), except that it may be reformatted to the block format. Additionally, the statement will not be edited for grammar and punctuation.

2. Ballot Designation

- a. The Ballot Designation shall contain name, address, email address and phone number of the candidate.
- b. The designation of the seat on the Board of Retirement to which the candidate seeks election.
- c. The candidate's name as it is to appear on the ballot, and, at the option of the candidate, one of the following designations to be printed immediately after or below their name on the ballot:

- d. No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of candidacy documents.
- e. The word “incumbent” or “incumbent alternate” if the candidate is a candidate for the same office which they hold at the time of filing candidacy documents, and was elected to that office by a vote of the members.
- f. SBCERA’s CEO, in consultation with Chief Counsel, shall not accept a ballot designation that violates the restrictions set forth above or Section B. If SBCERA’s CEO finds the designation in violation, they shall notify the candidate by email, addressed to the email address provided on the candidate’s “Candidate Statement and Ballot Designation Form”, and call them at the telephone number provided on the same form.

The Candidate shall, within 3 working days from the date they receive notice of the violation or before the filing deadline outlined in the Election Calendar, whichever is soonest, provide a designation that complies with the above requirements. In the event the candidate fails to provide a ballot designation that complies with the above requirements within the aforementioned timeline, no designation will appear after the candidate’s name.

Information contained in the Candidate Statement is the responsibility of the candidate, and SBCERA accepts no responsibility of its validity or its contents. Except as provided in Section XIV – Protection of Member Privacy – below, SBCERA will not assist in any way with additional campaign materials that a candidate or someone supporting or opposing a candidate may wish to distribute to voters.

In accordance with the receipt of the official candidate list provision, SBCERA’s CEO and Chief Counsel, shall certify a candidate’s eligibility no later than 5 business days after the deadline to file candidacy, as outlined on the Election Calendar. Failure to pay the filing fee by the deadline shall result in the candidate being disqualified by the CEO and Chief Counsel. In the event a candidate is not eligible, notice shall be provided to the Contracted Election Provider and to the ineligible candidate.

IX. Uncontested Elections

If a candidate for an election to a Retirement Board seat has no opposition, the Board of Retirement may declare such candidate the winner and such candidate may be sworn in at the next regularly scheduled Board meeting, a Special Session duly noticed for the purpose of swearing in the new member, or at a New Trustee Orientation.

X. Ballots

Elections shall be conducted by secret ballot. No one is authorized to find out, at any time, who voted and who did not vote, and who they voted for and did not vote for.

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The Contracted Elections Provider shall prepare the ballots for the election. Ballots shall state that it is illegal to reproduce the ballot in any manner whatsoever and that all votes are kept secret. Any reproduction or distribution of ballots other than as allowed for by this policy is expressly forbidden and shall render those ballots void.

The order in which the candidates appear on the ballot shall be determined by a random drawing conducted by the Contracted Election Provider.

Voting instructions shall be included with the ballots mailed to the members. The ballot will be void and shall not be counted if the member fails to comply with voting instructions. Write-in candidates will not be allowed or counted.

Each member may cast one clearly marked ballot for one candidate for the respective Board seat up for election in which that member is eligible to vote. If a ballot is not clearly marked, e.g. the ballot reflects votes cast for multiple candidates running for the same seat, such ballot shall not be counted. If a member casts a ballot in an election other than an election he or she is eligible to vote, , e.g., a General member cast a ballot for a Safety or Retired member candidate, such ballot shall not be counted. If a member casts multiple ballots for the same seat in an election, and all such ballots include votes for the same candidate, only one ballot may be counted. If the member submits ballots which reflect votes for multiple candidates, none of the member's ballots shall be counted in such election. Ballots cast by anyone other than a member, e.g. a beneficiary, shall not be counted.

All members eligible to vote will receive both electronic and paper ballots.

A. Electronic Ballots

1. All members eligible to vote who have a valid personal email address on file will be emailed login credentials on the same day mail-in ballots are sent (specific dates are outlined in the published election calendar). The email will contain: (1) a URL to the Contracted Election Provider's voting website; (2) unique pin number; (3) voting instructions and contact information, including instructions on how to request a paper ballot; (4) a list of certified candidates and their Candidate Statements; and (5) a statement of powers and duties of Board members. The member will be required to use the MySBCERA portal to update their email address.
2. All members eligible to vote will also be mailed their voting credentials via USPS. The mailing will contain (1) a URL and QR code linked to the Contracted Election Provider's voting website; (2) unique pin number; (3) voting instructions and contact information; (4) a list of certified candidates and their Candidate Statements; (5) a statement of powers and duties of Board members; and (6) a paper ballot and pre-paid return envelope.
3. The online voting system will require voters to enter their login credentials and other identifying information. Once logged in, the online voting website will include the following: (1) a list of the certified candidates and their Candidate Statements; (2) sufficient information to acquaint members with the nature of the election and the proper method of casting an electronic ballot; (3) a statement of powers and duties of the Board Members. Voters will be able to mark their selection for each applicable seat and make changes before confirming their final selections.

B. Paper Ballots

1. The ballots, candidate statements, and pre-stamped return envelopes will all be placed in envelopes individually addressed to eligible voters and mailed first class at their last known mailing address as it appears on the retirement record or other official record.
2. Paper ballots to be used in the election shall include such materials: (1) a list of the certified candidates 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) statement(s) of qualifications, if properly filed by the candidates; (3) a pre-stamped return envelope; and (4) a statement of powers and duties of Board of Retirement Members.
3. Return Envelopes
 - a. The envelopes mailed to eligible voters shall be stamped in bold letters "BOARD OF RETIREMENT ELECTION BALLOT" so as to draw the recipient's attention to the importance of the mail.
 - b. The envelopes mailed to eligible voters shall have a unique identifier (i.e. a tracking or bar code) that will be used by the Contracted Election Provider only to ensure no voter votes twice. No other information is authorized for disclosure or use for any other purpose. Violations may result in civil or criminal action.
 - c. The return envelopes must include the following statement:
"By returning the completed ballot, I declare under penalty of perjury that:
(1) I am the person whose name appears on the envelope;
(2) I am eligible to vote as a [General/Retired/Safety] Member of the SAN BERNARDINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION; and
(3) I have not voted more than one ballot in this election."
 - d. The address listed on the Return Envelope must be located in San Bernardino County.
4. The Contracted Election Provider shall make replacement ballots (stamped with the word "reissued") available on an individual basis to members claiming under penalty of perjury the loss or non-receipt of a paper ballot.
5. Paper ballots shall be returned to the address listed on the Return Envelope provided via USPS; shall be completed by the eligible voter and placed within the envelope with their assigned election identification number; and shall be received by the end of the voting period.
6. Ballots may not be hand-delivered to SBCERA's offices. Paper ballots will only be counted to the extent they are delivered to the Post Office Box established for SBCERA election purposes exclusively, by the deadline outlined in the published Election Calendar.
7. If a member returns more than one ballot, the first ballot received is counted and the following ballot(s) received will be voided.
8. Contracted Election Provider must pick up all ballots from the designated PO Box the day following the election at the time the Post Office opens, and deliver them to the

SBCERA office for counting. Clerk of the Board shall accompany and observe the collection of the ballots and delivery to SBCERA.

9. Voided Ballots

- a. Ballots shall be void if:
 - i. Received after Election Day;
 - ii. A duplicate ballot is cast;
 - iii. It is not possible to determine who submitted the ballot;
 - iv. It was submitted in the same envelope with other ballots; and/or,
 - v. The voter's intent cannot be determined.
- b. Ballots determined to be void under this section shall be marked as such and shall not be counted by the Contracted Election Provider in the canvassing process. The Contracted Election Provider will deliver ballots marked as void to SBCERA's CEO on the day designated for counting ballots.
- c. Ballots with the signature of the voter or other marks on the ballot itself that do not obscure the intent of the voter shall be counted.

C. Questionable Ballots

A questionable ballot may include, but is not limited to, a person not listed as an eligible member, but received a ballot, or the typeface and font of the paper ballot appear to be distorted. (See comments above in Sec. V (E))

XI. Counting Ballots

- A. In order to be processed and counted, voted ballots, electronic or paper, shall be received by the Contracted Election Provider no later than 5 p.m. on the day of the election.
- B. There are no provisions for write-in candidates, therefore, no write-in votes will be counted.
- C. The Contracted Elections Provider must conduct the ballot count of both paper and electronic votes at SBCERA offices on the day after the scheduled election day. Ballot counting may be viewable by candidates or members of the public.
- D. Upon receipt of the voted paper ballots, the Contracted Election Provider shall scan the tracking code to verify the ballot against SBCERA's list of eligible members.
- E. The Contracted Election Provider shall count the ballots in accordance with applicable statutes and procedures. The Contracted Election Provider shall certify the results of the election no later than one business day following the count. In turn, SBCERA's CEO shall notify, in writing: (1) each candidate at their telephone number or email address provided; and (2) the Board.
- F. The candidate receiving the highest number of votes for the seat designated on the ballot shall be declared elected to that seat, except for the seat of the Alternate Seventh Member (Safety). In that case, the Alternate Seventh Member shall be that candidate for the Seventh Member group under Government Code 31470.2 or 31470.4, or any other eligible safety member if there is no eligible candidate from the groups under Government Code 31470.2 or 31470.4, which is

not represented by a board member who received the highest number of votes of all candidates in that group.

- G. SBCERA shall post the election results, as reported by the Contract Elections Provider, to its website at the conclusion of the ballot count.
- H. The duly elected candidate shall serve for a term of three years starting January 1st of the year following the election. However, where the duly elected candidate is filling a vacancy on the board, then such term shall be for the remaining portion of the seat's term. (See Sec. XVI for more information.)

XII. Recounting of Ballots

- A. Within 3 business days of certification of the election results by the Contract Election Provider, a candidate may, upon written application via email to elections@sbccera.org, request a recount of all ballots.
- B. Prior to the requested recount, the Contract Election Provider shall determine the cost of conducting the recount. The candidate requesting the recount shall deposit this amount with the Contract Election Provider prior to the recount. Money so deposited shall only be returned to the depositor if, upon completion of the recount, the candidate requesting the recount is found to have received a plurality of all votes cast.
- C. The recount shall be conducted by the Contract Election Provider in the same manner as the original count. The recount shall be conducted no later than 10 business days after the Contract Election Provider certifies the results. The recount shall be open to the public.

XIII. Tie Votes

If a tie vote makes it impossible to determine which of two or more candidates has been elected, the Contract Election Provider shall notify the Board of Retirement, and the Board of Retirement shall forthwith notify the candidates who have received the tie votes to appear before it at its next regularly scheduled Board of Retirement meeting or at a Special Board Meeting duly noticed, indicating the place and time. The Board of Retirement shall determine the tie by lot and the results shall be declared by the Board of Retirement. The candidate so chosen shall qualify, take office, and serve as though elected at the preceding Board of Retirement election.

SBCERA's CEO shall prepare as many apparently identical slips of paper as there are such candidates, and write the word "elected" on one slip of paper for the office to be filled, and the words "not elected" on the remaining slips, and fold the same so as to conceal the writing and so that they may appear as near alike as possible. The slips shall be placed in a box and, each of the candidates may draw one of the slips from the box, and the person drawing the slip on which is written the word "elected" shall be deemed elected to the Member seat in question. The Board of Retirement Chair may appoint any person present to draw a slip for any candidate who fails to appear at the time specified in the notice. The order in which candidates will draw the slips will be the same order which their names appeared on the ballot.

XIV. Protection of Member Privacy

Pursuant to the California Constitution, Article I, Section 1, and Government Code Section 31532, member records, including home addresses, e-mail addresses, and telephone numbers are confidential and shall not be disclosed without written member authorization or as otherwise required by law. Accordingly, member address information will not be disclosed as part of the election process other than to the Contracted Elections Provider as necessary to perform its obligations pursuant to Sec. V (C) of this policy.

Any qualified candidate for the Board may request SBCERA's CEO to mail appropriate campaign literature to the members or retired members as part of the election process for Board of Retirement under Government Code section 31520.1. The qualified candidate will make a written request for membership mailing and provide a copy of the campaign literature to SBCERA's CEO. Mailings will only be distributed to the membership represented by the office for which the candidate is running for election. SBCERA's CEO will consult with SBCERA's mailing service to determine the cost of reproducing and mailing the requested campaign literature. Prior to such mailing, the qualified candidate will pay SBCERA for the cost, as determined by the CEO, of reproducing and mailing requested campaign literature to the SBCERA membership eligible to vote in that respective election for which the materials will be mailed. SBCERA's CEO will arrange the mailing of campaign literature through SBCERA's mail service. In accordance with Government Code section 31532, at no time will the candidate be provided names and/or addresses of members or retired members.

The candidate materials shall follow the same requirements specified in Section VIII (B) regarding Candidate Statement's content. Any materials in violation of Section VIII (B) or this Policy, shall not be mailed.

An eligible candidate may not display or disseminate information that advocated for or against any candidate on the ballot within 100 feet of SBCERA offices.

XV. Swearing in Elected Members

Newly elected members of the Board of Retirement shall be sworn in by SBCERA's CEO, Chief Counsel, designee, or other public official authorized to administer oaths at the first regularly scheduled Board meeting in January or at a New Trustee Orientation.

XVI. Filling Vacancies

In the event of a vacancy in the Second, Third, Seventh, Alternate Seventh or Eighth member position on the Board of Retirement, an election to fill the vacancy will be held at the earliest possible date as permitted under the provisions of the CERL and the UDEL.

If the remaining term of that vacant seat is less than one year, the seat may remain vacant until filled for the next full term. If the remaining portion of the current term is six months or less on the date of the election, a single election may be held to fill the vacancy for the remainder of the current term and to fill the position for the succeeding term if the vacancy is that of the Second, Third or Eighth member seat. This provision does not apply to the Seventh or Alternate Seventh member.

If the remaining term of the vacant seat is one year or more, voting shall be substantially in the manner prescribed for a regular election. The candidate receiving the highest number of votes for the vacated seat shall be declared elected to the seat. Such candidate shall assume office and be sworn in at the next regularly scheduled Board meeting or at a Special Session duly noticed for the purpose of swearing in the new member and conducting such other business as the Board determines. The candidates shall serve for the remainder of the term and to a succeeding term if provided for by statute.

In the event no candidate submits an application to fill an elected vacancy on the Board, a subsequent election process to fill the elective seat shall be initiated after 60 days if the remaining term of the vacant seat still remains one year or more.

There is no provision in the CERL to allow the appointment of an interim elected Member to the Board of Retirement in lieu of conducting an election.

XVII. Retirement Board Discretion

The purpose of these election procedures is to ensure an orderly, fair, and impartial process for the conduct of elections of trustees to the Board of Retirement. In the event there is any ambiguity or uncertainty regarding the application of these procedures to a particular election issue, or there is no procedure specifically addressing the election issue, the Board of Retirement shall decide the issue upon application by any person, or on its own motion. In exercising its administrative discretion under these procedures, the Board shall be mindful of the purpose of these procedures and may be guided by general principles of California elections or other applicable law.

Attachments

[SAMPLE - Candidate Statement and Ballot Designation Form](#)

[SAMPLE - Declaration of Candidacy Form](#)

[SAMPLE - SBCERA Election Calendar](#)

Approval Signatures

Step Description	Approver	Date
HR Final Review & Distribution	Iliana Carreon	1/4/2024

Applicability

SBCERA, SBCERA Internal