

Los Angeles County Employees Retirement Association Election

COUNTY OF LOS ANGELES



CANDIDATE INFORMATION HANDBOOK

JULY 31, 2012

GENERAL MEMBERS

3rd Member, Board of Investments

3rd Member, Board of Retirement

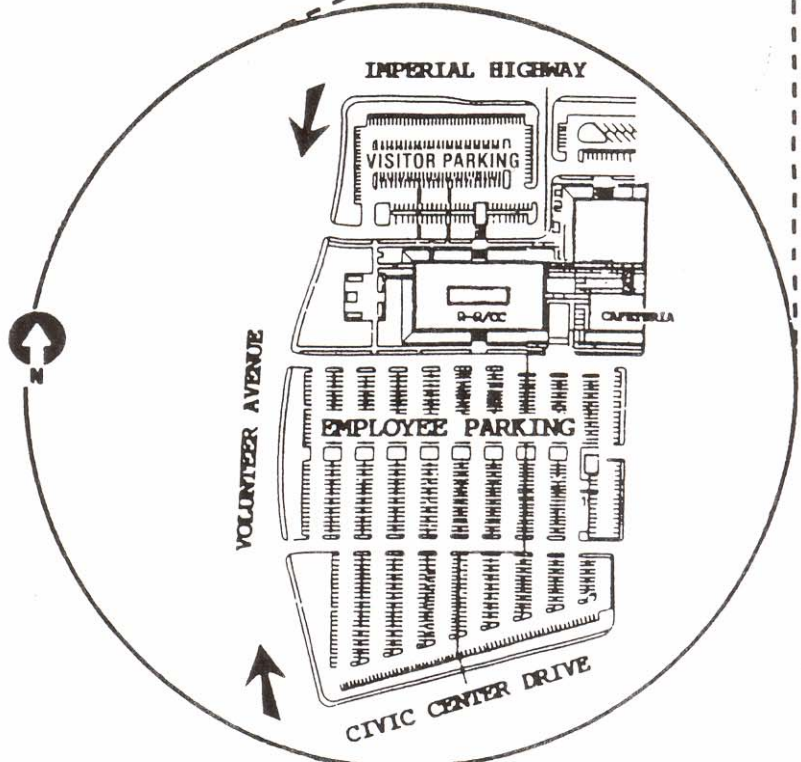
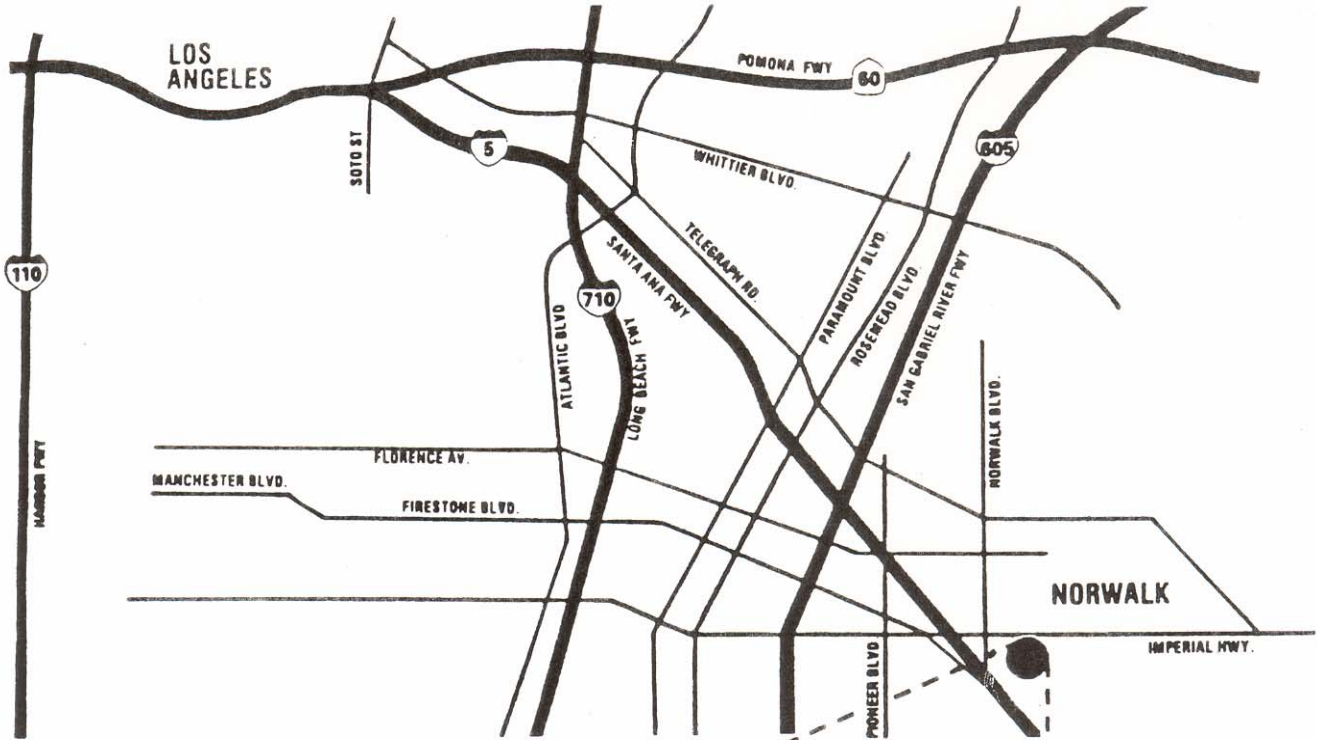


Dean C. Logan
Los Angeles County
REGISTRAR-RECORDER/COUNTY CLERK

**12400 E. Imperial Highway
Norwalk, CA 90650**

(800) 815-2666 or (562) 466-1310
www.lavote.net

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



NOTICE

This LACERA Candidate Information Handbook 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 to determine whether a candidate meets the requirements. 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 Handbook must bear full responsibility to make their own determinations as to all legal standards, duties and factual material contained therein.

TABLE OF CONTENTS

GENERAL INFORMATION	i-ii
Important Rules for Prospective Candidates	ii
Bulletin Board/Campaign Material	ii
CHAPTER 1: CALENDAR OF EVENTS	1-3
CHAPTER 2: CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION	
LACERA Candidates	4
Filing Fee	4
Placement of Name on Ballot	4
Votes Required to Elect a Candidate	4
CHAPTER 3: GENERAL INFORMATION AND FILING PROCEDURES	5-10
Written Authorization From Candidate	5
Candidate Withdrawal	5
Extension of Candidate Filing	5
Write-In Candidates	5
Authorization to Pick-up and/or File Candidate Nomination Documents	6
Candidate Nomination Process	7-10
Step 1 – Applying for Candidate Nomination Documents	7
Step 2 – Issuing LACERA Packets	8
Step 3 – Signer Qualifications	9
Step 4 – Filing Nomination Petitions	9
Step 5 – Filing Mandatory and Optional Documents	10
CHAPTER 4: CANDIDATE STATEMENT OF QUALIFICATIONS	11-13
General Information	11
Withdrawal and/or Re-filing of Candidate Statement of Qualifications	11
Format and Content Requirements	11
Candidate Statement of Qualifications	11
Candidate Statement of Qualifications (Sample)	12
Public Examination Period	12
Word Counting Guidelines	13
CHAPTER 5: DUPLICATE BALLOT REQUEST FORM (Sample)	14

General Information

General Information
and
Rules for Candidates

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 **conducting unauthorized walk-throughs 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 includes 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 Number 16 of the Resolutions for 3rd Member, Board of Investments and 3rd Member, Board of Retirement.)

Chapter 1

Calendar Of Events

CALENDAR OF EVENTS

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION GENERAL AND RETIRED MEMBERS — JULY 31, 2012

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

DATES			EVENTS
April 23 (M) through MAY 22 (Tu) 5:00 p.m.	E – 99	E – 70	CANDIDATE FILING During this period nomination documents may be obtained and filed. CANDIDATE STATEMENT OF QUALIFICATIONS During this period all candidates may file a statement of qualifications not to exceed 200 words.
May 25 (F)	E – 67		STATUS OF NOMINEE The Registrar-Recorder/County Clerk (RR/CC) shall check the signatures on the nominating petitions and notify each nominee of his/her qualifying status. Note: On this date a list of Qualified Candidates/ Nominees will be posted on the RR/CC website (www.lavote.net). If by this date the RR/CC determines that only one member has been duly nominated to each office, the RR/CC shall notify the Board of Supervisors and the BOS shall order that no election be held. On this date the RR/CC is scheduled to certify qualified candidates to the Executive Office of the Board of Supervisors.
May 29 (Tu) through June 4 (M) 5:00 p.m.	E – 63	E – 57	PUBLIC EXAMINATION PERIOD During this period statements of qualifications shall be open for public examination for 5 business days excluding weekends and 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.
May 31 (Th) 2:00 p.m.	E – 61		RANDOM DRAWING OF CANDIDATE NAMES FOR PLACEMENT ON THE BALLOT The public random drawing shall take place in the Executive Office of the Board of Supervisors at 2:00 p.m. for both the Board of Investments and the Board of Retirement.

CALENDAR OF EVENTS (continued)

DATES	EVENTS
<p>June 8 (F) E – 53</p>	<p>CANDIDATE STATEMENT OF QUALIFICATIONS Statements of qualifications approved by the Registrar-Recorder/County Clerk may be viewed at: http://bos.co.la.ca.us/lacera_election.htm</p>
<p>June 18 (M) E – 43 E – 39 through June 22 (F) 5:00 p.m.</p>	<p>MAILING OF BALLOTS During this period, the RR/CC will mail ballots to eligible LACERA General Members.</p>
<p>June 27 (W) E – 34</p>	<p>MAILING OF BALLOTS — VERIFICATION On or before this date the Registrar-Recorder/County Clerk will forward to the Executive Officer of the Board of Supervisors verification that all ballots were mailed to eligible LACERA Members.</p>
<p>July 3 (Tu) E – 28 E – 21 through July 10 (Tu)</p>	<p>REQUEST FOR A DUPLICATE BALLOT First and last day General Members can request a duplicate ballot which must be in writing to their Department Election Coordinator. The Department Election Coordinator will contact the Registrar-Recorder/County Clerk to mail a duplicate ballot. See sample of request form on page 14. A listing of all Election Coordinators can be accessed through the following link: http://bos.co.la.ca.us/lacera_election.htm</p>
<p>July 11 (W) E – 20</p>	<p>DUPLICATE BALLOTS Last day for Registrar-Recorder/County Clerk to mail duplicate ballots.</p>
<p>July 31 (Tu) ELECTION DAY 5:00 p.m.</p>	<p>ELECTION DAY All ballots must be delivered via U.S. mail or in person to the Registrar-Recorder/County Clerk.</p>

CALENDAR OF EVENTS (continued)

DATES	EVENTS
<p>Aug. 2 (Th) E + 2 10:00 a.m.</p>	<p>BALLOTS TALLIED/COUNTED RR/CC tallies (counts) all ballots for the election.</p>
<p>Aug. 3 (F) E + 3</p>	<p>ELECTION CERTIFICATION The RR/CC is scheduled to certify election results to the Executive Office of the Board of Supervisors.</p> <p>NOTICE TO CANDIDATES No later than this date, the RR/CC shall telephone each candidate receiving more than 20 percent of the total votes cast as to the certification of election results and send written notice of the results via U.S. Mail.</p>
<p>Aug. 10 (F) E + 10 5:00 p.m.</p>	<p>RECOUNT 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 with the RR/CC before the recount is commenced and at the beginning of each day until the recount is completed or cancelled. These amounts cover the cost of the recount for that day.</p> <p>PROTEST Last day any candidate desiring to request the results of the election may file a written request with the Executive Office of the Board of Supervisors. The written request must specify the grounds for the protest and be accompanied by supporting documentation.</p>
<p>Aug. 17 (F) E + 17</p>	<p>COMMENCING A RECOUNT Last day for the Registrar-Recorder/County Clerk to commence a recount.</p>
<p>Sep. 11 (Tu) E + 42</p>	<p>ELECTION RESULTS Election results will be declared official by the Board of Supervisors on this date or any other meeting date following completion of a recount.</p>

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

Chapter 2

Candidate Qualifications
and
Office Information

CANDIDATE QUALIFICATIONS AND OFFICE INFORMATION

The following LACERA General Member offices are up for election:

OFFICE	TERM OF OFFICE	NOMINATING SIGNATURES
3 rd Member, Board of Investments 3 rd Member, Board of Retirement	Beginning January 1, 2013 through December 31, 2015 (Three year)	50 (Active General Members Only)

LACERA CANDIDATES — All candidates for Board of Investments and/or the Board of Retirement **must** be active General Members of the Los Angeles County Employees Retirement Association.

FILING FEE — No fee is 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 shall be determined by drawing lots before the Board of Supervisors.

Chapter 3

General Information
and
Filing Procedures

GENERAL INFORMATION AND FILING PROCEDURES

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 process when the forms are issued.

**WRITTEN AUTHORIZATION FROM CANDIDATE — NOMINATION DOCUMENTS
WILL NOT BE ISSUED TO OR ACCEPTED FROM AN UNAUTHORIZED PERSON.**

The authorization must be signed by the candidate.

Only official documents issued by the Registrar-Recorder/County Clerk may be used. The forms are available between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays at the **public counter** in the **Election Information Section** as listed below.

Nomination documents must be **mailed or delivered** to the following addresses:

MAIL	DELIVER
Registrar-Recorder/County Clerk Election Planning Section Second Floor, Room 2015 12400 Imperial Highway Norwalk, CA 90650	Registrar-Recorder/County Clerk Election Information Section Second Floor, Room 2013 12400 Imperial Highway Norwalk, CA 90650
(Indicate on envelope nomination documents enclosed)	(Business Hours: 8:00 a.m. to 5:00 p.m.)

The Registrar-Recorder/County Clerk **cannot** legally accept or process any candidate nominating petitions sent via U.S. Mail or personal delivery **AFTER 5:00 P.M. on May 22, 2012**, which is the filing deadline.

CANDIDATE WITHDRAWAL — Withdrawal of candidacy is permitted up to and including the deadline date to file candidate nomination documents.

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.

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 as you would like your name to appear on the ballot, along with the other information requested.
6. Complete **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 ()

<input type="checkbox"/> Signature in Lieu of Filing Fee Petitions	<input type="checkbox"/> Declaration of Candidacy
<input type="checkbox"/> Candidate Statement	<input type="checkbox"/> Ballot Designation Worksheet
<input type="checkbox"/> Nominating Petitions	<input type="checkbox"/> Other: _____ (Specify)
<input type="checkbox"/> Declaration of Intention	

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 _____

#1124 12/20/2010 Rev

CANDIDATE NOMINATION PROCESS

If you are planning on filing as a candidate for elective office, there are five (5) easy steps to the candidate nomination process.

STEP 1 — APPLYING FOR CANDIDATE NOMINATION DOCUMENTS

Candidates or authorized agents are required to fill out a Candidate Registration and Qualification (CRQ) form providing the following information:

1. Name as you wish it to appear on ballot.
2. Residence address.
3. Telephone number.
4. E-mail and/or web site address.
5. Address and telephone number for publication/media/internet.
6. Elective office title for which you are applying.
7. Signature and date.

GENERAL MEMBERS (ACTIVE) LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK CANDIDATE REGISTRATION & QUALIFICATION FORM		FOR OFFICE USE SEQ. NO. _____
COUNTY EMPLOYEE ELECTION		
NAME TO APPEAR ON BALLOT AS (Please Print IN ALL CAPITAL LETTERS)		
FIRST	MIDDLE NAME OR INITIAL (and/or Nickname)	LAST
RESIDENCE STREET ADDRESS		
CITY NAME	ZIP CODE	
TELEPHONE NUMBER		
DAYTIME ()	EMAIL: _____	
OFFICE TITLE		
THIRD MEMBER, BOARD OF INVESTMENTS		
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	TYPYST NAME
_____	_____	_____
Lanes 2011, REV. 01/JULY 2012		

Information on the form is used in preparing nomination documents. It is important that the information is accurate as it will be printed on listings distributed to the news media and general public.

CANDIDATE NOMINATION PROCESS (continued)

STEP 2 — ISSUING LACERA PACKETS

Candidates will receive a LACERA packet containing a letter to the candidate, a Candidate Information Handbook, nomination petitions and Board adopted election resolutions, including the Powers and Duties for designated board members.

BELOW IS A 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 nomination petitions.
2. Candidate Statement of Qualifications Form.
3. The resolution containing pertinent dates and information pertaining to the election.
4. The Candidate Information Handbook.

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 filing a Candidate Statement of Qualifications.
3. The last day to file nomination papers is May 22, 2012.
4. The rules of conduct.

Los Angeles County REGISTRAR-RECORDER/COUNTY CLERK

DEAN C. LOGAN
Registrar-Recorder/County Clerk

Dear Candidate:

This package contains the nomination documents required for filing as a candidate for the July 31, 2012 Los Angeles County Employees Retirement Association Election.

The following items have been received:

1. NOMINATION PETITIONS (2)
2. CANDIDATE STATEMENT OF QUALIFICATIONS FORM (1)
3. RESOLUTION (1) containing key dates and rules
4. CANDIDATE INFORMATION BOOKLET

I am aware of the following:

1. QUALIFICATIONS FOR CANDIDACY FOR OFFICE
2. REQUIREMENTS FOR FILING CANDIDATE STATEMENT OF QUALIFICATION FORMS
3. LAST DAY TO FILE NOMINATION PAPERS/PETITIONS: May 22, 2012
4. THE FOLLOWING RULES OF CONDUCT:

- 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.
- 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.
- 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 is subject to discipline, including discharge from County employment.
- 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.
- Allegations of candidate misconduct shall not constitute grounds for a new election, but, if later substantiated, may lead to imposition of administrative discipline or criminal culpability.

For more information, please see resolutions for Board of Investments and Board of Retirement, and the "General Information" section of the Candidate Information Booklet.

CANDIDATE or AUTHORIZED REPRESENTATIVE

Please call the Election Planning Section immediately at (562) 462-2317, if you have any questions regarding the enclosed materials.

Thank You.

OFFICE USE ONLY	
Deputy Initials	Date

RF 1556A July 2012

12400 Imperial Highway, Norwalk, California 90650 - (562) 462-2716 - www.lavote.net

CANDIDATE NOMINATION PROCESS (continued)

STEP 3 — SIGNER QUALIFICATIONS

1. Nomination Petitions must be signed by at least **50 or more active General Members as of March 1, 2012, for the following offices:**

- 3rd Member, Board of Retirement.
- 3rd Member, Board of Investments

No member may sign more than one nominating petition.

2. **Each signer must** print and sign their own name, include their Employee Number and their Los Angeles County Department work location. For non-Los Angeles County employees who are active general member, the outside agency name should be given.

STEP 4 — FILING NOMINATION PETITIONS

1. Nomination Petitions must be filed with the RR/CC no later than Tuesday, **May 22, 2012 by 5:00 p.m.** Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. excluding weekends and holidays.

2. The RR/CC will examine the signatures on Nomination Petitions and notify each nominee of his or her status no later than **Friday, May 25, 2012.**

BELOW IS A SAMPLE OF A CANDIDATE NOMINATION PETITION

FRONT

BACK

CANDIDATE NOMINATING PETITION – PAGE 1
THIRD MEMBER, BOARD OF INVESTMENTS
 LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION
 JULY 31, 2012

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)

FORM JULY 2012 801

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 **General 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. on May 22, 2012.

FORM JULY 2012 801

CANDIDATE NOMINATION PROCESS (continued)


STEP 5 — 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	APPLICABILITY
Nominating Petitions	Required for all Candidates
Candidate Statement of Qualifications	Optional for all Candidates
For further information, contact the Election Planning Section at (562) 462-2317	

Each LACERA candidate will receive a receipt when filing their nomination documents.

BELOW IS A SAMPLE OF THE RECEIPT



Los Angeles County
Registrar-Recorder/County Clerk

Election Planning Section
(562) 462-2317

LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION
 July 31, 2012

CANDIDATE RECEIPT FOR NOMINATION DOCUMENTS

Candidate's Name: _____

Office: _____

The following documents have been received:

Nominating Petitions (____ Sections)

Candidate Statement of Qualifications

Other _____

Elections Deputy

Date

CAND

Lacera 2012

Chapter 4

Candidate Statement
of
Qualifications

CANDIDATE STATEMENT OF QUALIFICATIONS

GENERAL INFORMATION — Candidate Statement of Qualifications must be filed no later than 5:00 p.m. on **May 22, 2012**, the last day of the nomination period.

ESTIMATED COST	WORD LIMIT	ENHANCED WORDS
NO FEE	200	25

1. A Candidate Statement of Qualifications is optional and may include the candidate's age and occupation.
2. Statements are **confidential** until after close of the nomination period. There is no filing fee for Candidate Statement of Qualifications.

WITHDRAWAL AND/OR RE-FILING OF CANDIDATE STATEMENT OF QUALIFICATIONS — Candidate statements may be **withdrawn** or **withdrawn and re-filed** no later than 5:00 p.m. on **May 22, 2012**, the last day to file nomination documents.

FORMAT AND CONTENT REQUIREMENTS — Below is a sample showing how the Candidate Statement of Qualifications will appear once it is typed and included in the official ballot material.

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typed 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.

Enhanced words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combination of enhanced words is counted as one word. However, the number of words/acronyms that are in **boldface type**, underscored and/or CAPITALIZED shall not exceed 25 words per a 200 word statement. The pronoun (I) is not counted as an enhanced word.

Any Candidate 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 shall not be printed or circulated by the Registrar-Recorder/County Clerk.

STATEMENT OF JOHN DOE
CANDIDATE FOR THIRD MEMBER,
BOARD OF INVESTMENTS

Age: 40
Occupation: Accountant

I seek your vote for election to the LACERA Board of Investments. 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!!!

CANDIDATE STATEMENT OF QUALIFICATIONS (continued)

The Registrar-Recorder/County Clerk shall notify each nominee by telephone or U.S. Mail if the nominee's statement of qualifications is rejected pursuant to this provision.

All statements should be submitted on the following forms. Candidates are responsible for checking the spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line. Please refer to page 13 for Word Counting Guidelines.

BELOW IS A SAMPLE OF THE LACERA CANDIDATE STATEMENT OF QUALIFICATIONS FORM

REGISTRAR-RECORDER/COUNTY CLERK	COUNTY OF LOS ANGELES
CANDIDATE STATEMENT FORM	
STATEMENT OF _____ <small>(NAME TO APPEAR ON BALLOT)</small>	
CANDIDATE FOR _____ THIRD MEMBER, BOARD OF INVESTMENTS	
LOS ANGELES COUNTY EMPLOYEES RETIREMENT ASSOCIATION ELECTION	
JULY 31, 2012	
<small>Printing requirements make it necessary to print all statements in a uniform style. All statements, therefore, will be set in block paragraph form. Text submitted indented or centered will be typed in block paragraph form. Entire statements in all capital letters are not acceptable. Indentations, circles, stars, italics, dots, and/or bullets cannot be accommodated. Words to be printed in bold face type, underscored and/or capitalized are to be clearly indicated. The number of bold face type, underscored and/or capital words shall not exceed 25 words per 200 word statement. All statements should be checked by the candidate for spelling and punctuation as the department is not permitted to edit any material contained therein. 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 candidates or to another candidate's qualifications.</small>	
STATEMENT MUST BE TYPED IN UPPER AND LOWER CASE TYPE	
Age: _____	
Occupation: _____	
<small>RRS JUL 2012</small>	

CANDIDATE STATEMENT INFORMATION AND GUIDELINES	
GENERAL INFORMATION: Filing a statement is optional.	
WITHDRAWAL: A candidate statement cannot be changed or revised once it is filed. A candidate statement may not be withdrawn after 5 p.m. on the last day of candidate filing.	
CONTENT/FORMAT: The body of the statement shall not exceed 200 words.	
Statements shall be written in the first person (i.e. "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's own personal background and qualifications.	
RESTRICTIONS: Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements, nor any obscene or profane language, statements or insinuations.	
WORD COUNT: Please refer to the Guidelines attached for detailed information regarding word counting.	
PUBLIC INSPECTION PERIOD: Candidate statements shall be confidential until the close of the nomination period. Once the nomination period closes, the statements are open to public inspection for a five (5) business day period. During this period, a Member may seek a writ of mandate or an injunction requiring any or all material to be amended or deleted.	
The undersigned author of the above candidate statement hereby declares under penalty of perjury under the laws of the State of California that such statement is true and correct.	
Signature of Candidate _____	Date _____
Executed at: _____, California.	
Phone Numbers: () _____ Daytime	() _____ Evening
	() _____ Fax No.
OFFICE USE ONLY	
Election Job No. _____	8012 _____
Candidate Log No. _____	_____
Total No. of Words _____	_____
Total No. of Words in Boldface, capital letters, And/or underscored. _____	_____
By Deputy: _____	_____
<small>RRS</small>	

PUBLIC EXAMINATION PERIOD – Candidate Statement of Qualifications as submitted by candidates will be available at the Registrar-Recorder/County Clerk, 12400 Imperial Highway, Norwalk, CA, 90650 in the Election Information Section on the 2nd Floor for public examination for a period of 5 business days from **May 29, 2012** through **June 4, 2012**. 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 material/data to be amended or deleted.

WORD COUNTING GUIDELINES

(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, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do **not** apply to ballot designations for candidates. If the text exceeds the specified 200 or 400 word limit, the author will be asked to delete words or change text until the statement conforms with 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.
 EXAMPLE: “**City of Los Angeles**” = 1 word
 “**City and County of San Francisco**” = 1 word
4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.
 EXAMPLE: 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.
 EXAMPLE: Attorney-at-law
6. **DATES...** consisting of a combination of digits are counted as one (1) word.
 EXAMPLE: 3/18 7/21/89

DATES... consisting of a combination of words and digits are counted as two (2) words.
 EXAMPLE: July 21, 1983 18 June, 1987
7. **NUMERIC COMBINATIONS** are counted as one (1) word.
 EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14
8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word.
 EXAMPLE: \$1,000.00

MONETARY AMOUNTS consisting of a combination of words and digits are counted as two (2) words.
 EXAMPLE: \$4 million
9. **NAMES OF PERSONS AND THINGS** are counted as individual words.
 EXAMPLE: Gus Enwright (2 words)
 L. A. Basketball Team (3 words)
10. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.
 EXAMPLE: 1-800-815-2666 1-562-462-2317
11. **INTERNET WEB SITES/E-MAIL ADDRESSES** are counted as one (1) word.
 EXAMPLE: <http://www.co.la.ca.us> www.lavote.net <http://www.lacounty.info>

Chapter 5

Duplicate Ballot Request
Form

This form was used in the year 2011



**2011 LACERA ELECTION COORDINATOR'S REQUEST FOR
DUPLICATE ELECTION BALLOT FORM AND INSTRUCTIONS**

**ELECTION FOR THE SECOND MEMBER OF THE BOARD OF INVESTMENTS AND
THE SECOND MEMBER BOARD OF RETIREMENT**

In accordance with the election resolutions adopted by the Board of Supervisors establishing the procedures for the election of the Second Member, Board of Investments and the Second 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, 2011.

Item 20 of the election resolutions for the Second Member, Board of Investments and Second Member, Board of Retirement provides for an employee who has not received a ballot by **Tuesday July 5, 2011** 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.

A duplicate ballot request must be submitted to the department election coordinator on or before **Tuesday, July 12, 2011**. The department election coordinator shall submit to the Registrar-Recorder/County Clerk these written statements on or before **5:00 p.m. Thursday, July 14, 2011**. 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
- _____
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 _____	

SAMPLE
ELECTION COORDINATOR USE ONLY

2012

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	29			

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					