



TRUSTEE ELECTIONS POLICY

Santa Barbara County Employees Retirement System

SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM

TRUSTEE ELECTIONS POLICY

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I. PURPOSE

The purpose of this Trustee Elections Policy (Policy) is to establish a transparent and accessible process for nominating and electing Members to the Board of Retirement, as well as for filling Elected Member vacancies and recounting ballots. In addition, the Policy is intended to mitigate the appearance, or risk, of any corruption of the election process for the Board.

II. OBJECTIVES

- A) A clear process for nominations and elections. .
- B) A fair and impartial election process. .
- C) A workable schedule for the conduct of elections.
- D) Protection of member privacy in the election process..
- E) Specification of a process for filling vacancies when they occur..

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, 31520.3.

The CERL does not prescribe procedures for nominating and electing candidates. 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; however, this policy is not intended to make such Code, in its entirety, applicable to SBCERS 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 31520.3:
- (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 member is the County Treasurer-Tax Collector who serves as an Ex-Officio Member (First Member).
- 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 SBCERS 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. *Board of Retirement v. Bellino* (2005) 125 Cal.App.4th 781.

V. ELECTIONS PROCEDURES

- A) Schedule
- (1) Elections are to be held in September of the election years in accordance with this Policy and the contract or MOU between the Retirement Board and the County Registrar of Voters or other entity conducting the election (the "Contracted Election Provider"). Special elections will be held only when a vacancy occurs and in accordance with the provisions in this Policy.

The SBCERS CEO, or his/her designee, shall publish a Notice of Election on or before the first Monday in July of election years, which shall include the election schedule, a brief description of procedures and a copy of this Policy.
 - (2) - The following is by example only -

- (3) The schedule for all regularly scheduled elections is as follows (the election process spans three months from the day the Notice of Election is published to the day the ballots are counted):

	DEADLINE	DESCRIPTION
1	1 st Monday in July (or the Tuesday immediately following the 1 st Monday if the 1 st Monday falls on a holiday)	Mail out Notice of Election to the voting membership and post on system's web site
2	25 business days later (5 weeks)	Deadline to submit Nomination Petitions, Candidate Statements, and all other forms
3	5 business days after Candidate Statement is submitted (1 week)	Deadline to certify Nomination Petitions
4	5 business days after Candidate Statement deadline (1 week)	10-Day Public Review
5	10 business days after 10-Day Review is completed (2 weeks)	Mail ballots to membership
6	20 business days after ballots are mailed to membership (4 weeks)	Ballots due to the Contracted Elections Provider
7	1 business day later	Count ballots
8	Next scheduled meeting of the Board of Supervisors	Board of Supervisors declare the election results official

- (4) The resultant date specific schedule for the **2022** elections would be (person elected would take office January 1, 2023):

1	Tuesday, July 5, 2022	Mail out Notice of Election to the voting membership and post on system's web site
2	Tuesday, August 9, 2022	Deadline to submit Nomination Petitions, Candidate Statements, and all other requisite forms
3	Tuesday, August 16, 2022	Deadline to certify petitions
4	Tuesday, August 16 – 30, 2022	10-Day Public Review
5	Wednesday, September 14, 2022	Mail ballots to membership
6	Wednesday, October 12, 2022	Ballots due to the Contracted Elections Provider
7	Thursday, October 13, 2022	Count ballots
8	November 2022	Board of Supervisors declare the election results official

B) Nomination Requirements

During the period outlined in the Elections Schedule, qualified applicants may pursue election to a seat on the Retirement Board by obtaining and filing the following requisite forms at the SBCERS Santa Barbara office.

(1) Intent to Serve Statement

Upon completing and signing this form, the Candidate acknowledges that s(he), if elected, is committed to serving out their term by, at a minimum, attending and participating at SBCERS Board meetings.

(2) Nomination Petition and Declaration of Candidacy.

- a. This petition declares the Candidate's candidacy and must contain either the name and signature or the name, email address, and phone number (wet signature or electronic) of a minimum of fifteen, up to a maximum of twenty-five, eligible voting members who are nominating the Candidate. Only nominations of members eligible to vote for the seat designated in the Nomination Petition at the time of nomination shall be counted. No member may nominate more than one candidate.
- b. Candidates shall file Nomination Petitions with the Clerk of the Board of Retirement, or his/her designee, no later than 5:00 pm on the deadline stated in the elections schedule. Candidates who file Nomination Petitions after the deadline will be disqualified.
- c. If a candidate is nominated for more than one seat on the Board of Retirement, the candidate must designate the seat to which the candidate seeks election when filing nomination papers. Elections for the Active Safety (Seventh Member) and the Alternate Safety (Alternate Seventh Member) are considered elections for the same seat. Elections for the Retired (Eighth Member) and the Alternate Retired (Alternate Eighth Member) are considered elections for separate seats. A candidate may not be certified for more than one seat on the Board of Retirement.

(3) Candidate Statement Form

The Candidate Statement must adhere to the following guidelines. If a candidate does not submit a Candidate Statement by the deadline, no statement will be included on the ballot for that candidate:

- a. Shall not be any more than 200 words in length. Words shall be counted as provided in California's Elections Code Section 9.
- b. May include the name, occupation of candidate, and a brief description of the candidate's education, qualifications, and platform.
- c. Shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character or activities.

- d. Shall not include the candidate's political party affiliation, nor membership or activity in partisan political organizations.
- e. Candidate statements may be withdrawn and changed until the close of the nomination period. Candidate statements shall remain confidential until the expiration of the filing deadline.
- f. The SBCERS CEO shall not cause to be printed or circulated any candidate statement that s(he) determines to include any prohibited reference.
- g. The Candidate's 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.
- h. Information contained in the Candidate Statement is the responsibility of the candidate and SBCERS accepts no responsibility of its validity or its contents.

(4) Ballot Designation Form

If the candidate does not submit a Ballot Designation Form, no designation will be printed on the ballot for that candidate. This form shall contain:

- a. Name and address of the candidate;
- b. The designation of the seat on the Board of Retirement to which the candidate seeks election;
- c. A ballot designation that shall include 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 his/her name on the ballot:
 - i. No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principle professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents;
 - ii. The word "incumbent" or "incumbent alternate" if the candidate is a candidate for the same office which s(he) holds at the time of filing the nomination papers, and was elected to that office by a vote of the members;

The SBCERS CEO shall not accept a ballot designation that violates the restrictions set forth above. If the SBCERS CEO finds the designation in

violation, s(he) shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's Ballot Designation Form and call him/her at the telephone number provided on the same form.

The Candidate shall, within three working days from the date s(he) receives notice of the violation, 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 three-day period, no designation will appear after the candidate's name.

(5) Form 700

Submit a completed Statement of Economic Interests (Form 700), unless the candidate is a current Trustee and has already filed a Statement of Economic Interests with SBCERS during the election year.

C) Election Administration Responsibilities and Contract

- (1) The SBCERS CEO shall serve as the elections official charged with ensuring the elections are conducted in accordance with this policy. S(he) may delegate powers and duties to other SBCERS Executive staff and/or to consultants, as appropriate.
- (2) In order to prevent an actual or perceived conflict of interest the Retirement Office shall not conduct the election.
- (3) The SBCERS CEO shall be responsible for noticing the election; providing all requisite forms to candidates, and posting them on the SBCERS web site; receiving and certifying Nomination Petitions submitted by candidates; creating a list of eligible voters and forwarding it to the Contracted Elections Provider; preparing and distributing ballots to eligible voters; storing of election materials; and transmitting the certification provided by the Contracted Election Provider to the Board of Supervisors.
- (4) The SBCERS CEO shall review any preliminary challenges to election procedures. If a formal contest statement is filed, the SBCERS CEO shall determine if a recount will be conducted and notify the requestor.
- (5) The SBCERS CEO 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.
- (6) The Contracted Election Provider shall be responsible for carrying out its responsibilities as outlined in the contract or MOU with the Retirement Board. These responsibilities currently consist of bar-coding the return ballot envelopes; 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.

D) **Eligibility to Vote**

A member is eligible to vote for a candidate designated as a safety, general or 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. Beneficiaries of members are not entitled to vote.

VI. CERTIFYING PETITIONS

- A) Within five working days after the filing of a nomination petition, the Clerk of the Board of Retirement shall certify whether the petition is complete and bears at least fifteen valid nominations and, subsequently, notify the candidate via phone call or email of his/her certification. In order to improve their chances of certification, candidates are encouraged to obtain more than the minimum number of required nominations, or file petitions early so that they have ample opportunity to obtain additional nominations in the event their petition cannot be certified.
- B) If only one candidate is certified for any designated seat, the Board of Supervisors shall order that no election be held and shall direct the Clerk of the Board of Supervisors to cast an unanimous ballot in favor of such nominated member (Government Code § 31523).
- C) If no candidate is certified, the Contracted Election Provider or his/her designee shall notify the Board of Retirement, which shall reschedule the election no later than 30 business days following such notice. See Article XIII below.

VII. PROTECTION OF MEMBER PRIVACY

Pursuant to the California Constitution, Article I, Section 1, and Government Code Section 31532, member records, including home addresses and e-mail addresses, are confidential and shall not be disclosed without 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 Section V.C of this policy.

VIII. PUBLIC 10-DAY REVIEW OF CANDIDATE STATEMENTS

The SBCERS CEO, or his/her designee, shall make a copy of the Candidate's Statements available for public examination and copying for a period of ten days. During the ten-day public examination period, any eligible voter for the position in question or the SBCERS CEO may seek a writ of mandate or an injunction requiring any or all of the material in the candidate statements to be amended or deleted.

IX. BALLOTS

- A) 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.

- B) The SBCERS CEO 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.
- C) The order in which the names of candidates are printed on the ballot shall be determined by California's Secretary of State's most recent Random Alphabet Drawing conducted for the statewide election.
- D) 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 his/her last known mailing address as it appears on the retirement record or other official record.
- E) Return Envelopes
 - (1) 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.
 - (2) 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.
 - (3) 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 Santa Barbara County Employees' Retirement System, and
 - 3. I have not voted more than one ballot in this election."
- F) The Contracted Election Provider or his/her/its designee 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 ballot.
- G) The ballot for the Retired Board Member position shall also contain the names of candidates certified for the Alternate Retired Board Member position under a separate heading.
- H) Each voter shall place his/her voted ballot in the pre-addressed return envelope and mail it by U.S. mail to the designated SBCERS Elections PO Box prepared by the SBCERS CEO, or his/her designee. The Contracted Election Provider must pick up all ballots from the designated PO Box no later than 5:00 pm on the day of the scheduled deadline.

I) Voided Ballots

(1) Ballots shall be void if:

- ◆ Received after Election Day;
- ◆ A duplicate ballot is cast;
- ◆ It is not possible to determine who submitted the ballot;
- ◆ It was submitted in the same envelope with other ballots; and/or,
- ◆ The voter's intent cannot be determined.

(2) 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 the SBCERS CEO on the day designated for counting ballots.

(3) 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.

(4) There are no provisions for write-in candidates, therefore, no write-in votes will be counted.

X. COUNTING BALLOTS

A) Upon receipt of the voted ballots, the Contracted Election Provider or his/her designee shall scan the tracking code to verify the ballot against the System's list of eligible members.

B) The Contracted Election Provider or his/her designee shall count the ballots in accordance with applicable statutes and procedures. The Contracted Election Provider or his/her designee shall certify the results of the election no later than one business day following the count. In turn, the SBCERS CEO shall notify: (1) each candidate at his/her telephone number or email address provided; and (2) the Board of Retirement. The SBCERS CEO will also transmit said certification to the Board of Supervisors.

C) 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. In the event two or more persons receive an equal and the highest number of votes, the Contracted Election Provider shall summon the candidates to appear before it at a designated time and shall determine the tie by lot.

D) The duly elected candidate shall serve for a term of three years starting January 1st of the year following the election.

XI. RECOUNTING OF BALLOTS

- A) Within five calendar days of certification of the election results by the Contracted Election Provider, a candidate may, upon written application, request a recount of all ballots.
- B) Prior to the requested recount, the Contracted Election Provider shall determine the cost of conducting the recount. The candidate requesting the recount shall deposit this amount with the Contracted 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 Contracted Election Provider in the same manner as the original count. The recount shall be conducted no later than 10 business days after the Contracted Election Provider certifies the results. The recount shall be open to the public.

XII. SWEARING IN ELECTED MEMBERS

Newly elected members of the Board of Retirement shall be sworn in by a Board of Retirement member or other public official authorized to administer oaths at the first regularly scheduled Board meeting in January or at a Special Session duly noticed for the purpose of swearing in new members and conducting such other business as the Board of Retirement determines.

XIII. FILLING VACANCIES

If a vacancy in an elective seat on the Board of Retirement occurs, the CERL provides for an election of a successor in most circumstances. Gov. Code Section 31523. Upon official notification of a vacancy requiring an election, the Board of Retirement shall adopt a resolution calling for an election. Nominations and voting shall be substantially in the manner prescribed for a regular election, although the timing of the schedule may be modified depending on the date the election process is initiated. The candidate receiving the highest number of votes for the vacated seat shall be declared elected to the seat. Such candidate shall serve for the remainder of the unexpired term from and after the first day of the first month following the declaration of his/her election 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 Retirement Board (a) if the remaining term of that vacant seat is less than one year, the seat shall remain vacant until filled for the next full term; (b) if the remaining term of that vacant seat is one year or more a subsequent process to fill the seat shall be initiated after 60 days.

XIV. POLICY REVIEW

The Retirement Board shall review this Policy at least every three years to ensure that it remains relevant and appropriate, and to consider any improvements.

XV. POLICY HISTORY

- A) This Policy was created and adopted by the Retirement Board on April 22, 2009 and revised on October 26, 2011, April 23, 2014, July 25, 2018, June 25, 2020 and August 25, 2021.

APPENDIX A – FORMS FOR THE CANDIDATES

COVER LETTER AND NOTICE OF INTENT TO SERVE

*Santa Barbara County Employees' Retirement System
130 Robin Hill Road, Suite 100
Goleta, CA 93117*

For the election to be held from September 14 – October 12, 2022, I hereby certify my willingness to serve on the Board of Retirement, County of Santa Barbara, and declare the following:

- (A) I am a candidate for the office of GENERAL Member for a term of three (3) years from January 1, 2023 to December 31, 2025; and,
- (B) I am a GENERAL Member of the Retirement System and work for [Name of Agency] _____.

Also, attached are the following required forms:

- (A) Petition of Nomination and Declaration of Candidacy – contains a minimum of 15 valid nominations; and,
- (B) Candidate Statement – 200 words or less in length; and,
- (C) Ballot Designation Form
- (D) California Form 700 – Statement of Economic Interests

Name: _____ Signature: _____ Date: _____

NOMINATION PETITION AND DECLARATION OF CANDIDACY

Santa Barbara County Employees' Retirement System (SBCERS)

Petition and Ballot Statement Due By: 5:00 pm on August 9, 2022

Petition and Ballot Statement Due To: [SBCERS Address]

VERSION A: NAME AND SIGNATURE

The candidate may submit either Version A or Version B of this form, or both, as long as the total number of nominations is greater than or equal to 15.

Nomination Certificate

I am a GENERAL Member of the Santa Barbara County Employees Retirement System, and am not a sponsor listed on any other certificate nominating another candidate for the above office.

NAME (Print Clearly)	SIGNATURE (Wet or electronic)	DATE
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. _____	_____	_____

NOMINATION PETITION AND DECLARATION OF CANDIDACY

Santa Barbara County Employees' Retirement System (SBCERS)

Petition and Ballot Statement Due By: 5:00 pm on August 9, 2022

Petition and Ballot Statement Due To: [SBCERS Address]

VERSION B: NAME, EMAIL ADDRESS, AND PHONE NUMBER

The candidate may complete this form, and provide the phone number and email if the nominator is unavailable to sign Version A. The candidate may submit either Version A or Version B of this form, or both, as long as the total number of nominations is greater than or equal to 15.

Nomination Certificate

The following are GENERAL Members of the Santa Barbara County Employees Retirement System, and are not listed on any other certificate nominating another candidate for the above office.

NAME (Print Clearly)	EMAIL	PHONE NUMBER
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. _____	_____	_____

CANDIDATE STATEMENT AND QUALIFICATIONS

General, Safety, Retired, or Alternate Retired Member of the Board of Retirement
Santa Barbara County Employees Retirement System (SBCERS)

Name of Candidate (**Please PRINT**)

Department

Telephone Number

A maximum of 200 words is allowed (between the shaded lines). An electronic version must also be submitted. The following will be counted as one word: short or long words; symbols such as "&"; hyphenated words; initials; numbers; dashes unless it is part of a hyphenated word.

Signature

Date Submitted

BALLOT DESIGNATION FORM

Name of Candidate: _____

Office Sought: _____

Daytime Telephone #: _____ FAX #: _____

Cell Phone #: _____ Home Phone #: _____

Home Address: _____

BALLOT DESIGNATION: _____

Alternative Ballot Designation: _____

Your Job Title: _____

Name of Employer or Business: _____

To the best of my knowledge and belief, the above requested ballot designation(s) represent my true principal profession(s), vocation(s), and/or occupation(s) that I am entitled to use as my ballot designations pursuant to § 13107 of the California Elections Code.

Signed this _____ day of _____, 20_____, in _____
(City)

For your reference, the relevant provisions are reproduced below:

If the candidate does not submit a Ballot Designation Form, no designation will be printed on the ballot for that candidate. This form shall contain:

A ballot designation that shall include 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 his/her name on the ballot:

- i. No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principle professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents;
- ii. The word "incumbent" or "incumbent alternate" if the candidate is a candidate for the same office which s(he) holds at the time of filing the nomination papers, and was elected to that office by a vote of the members;

The SBCERS CEO shall not accept a ballot designation that violates the restrictions set forth above. If the SBCERS CEO finds the designation in violation, s(he) shall notify the candidate

- SAMPLE -



STATEMENT OF ECONOMIC INTERESTS

Date Received Official Use Only

COVER PAGE

A Public Document

Please type or print in ink.

Form with fields for NAME (LAST, FIRST, MIDDLE), DAYTIME TELEPHONE NUMBER, MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE), and OPTIONAL: FAX / E-MAIL ADDRESS.

1. Office, Agency, or Court. Fields for Name of Office, Agency, or Court; Division, Board, District, if applicable; Your Position; and Agency/Position.

2. Jurisdiction of Office (Check at least one box). Options for State, County, City, Multi-County, or Other.

3. Type of Statement (Check at least one box). Options for Assuming Office/Initial, Annual, Leaving Office, or Candidate.

4. Schedule Summary. Check applicable schedules or "No reportable interests." Lists Schedules A-1, A-2, B, C, D, E with Yes/No options.

5. Verification. I have used all reasonable diligence in preparing this statement. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Includes Date Signed and Signature fields.

FPPC Form 700 (2007/2008) FPPC Toll-Free Helpline: 866/ASK-FPPC

APPENDIX B – SAMPLE ELECTION NOTICE AND CALENDAR

SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM (SBCERS) 2022 NOTICE OF ELECTION FOR GENERAL MEMBER, SAFETY MEMBER & SAFETY ALTERNATE MEMBER OF THE BOARD OF RETIREMENT

An election will be held September 14 – October 12, 2022 to select two members and an alternate member of the Board of Retirement of the Santa Barbara County Employees' Retirement System: a member elected by active General employees, and a member and an alternate member elected by Safety employees. Successful candidates will serve three-year terms beginning January 1, 2023, and ending December 31, 2025.

The Board consists of nine members and two alternate members. Four are appointed by the Board of Supervisors, four elected by the active members (current employees), two elected by the retired members, and the County Treasurer is an ex-officio member. The Board has complete responsibility for administering the Retirement System, which includes oversight of approximately \$3.0 billion in trust assets; establishing actuarial rates and assumptions; granting service retirements, disability pensions, and other benefits.

The regularly scheduled Board meetings are at 9:00 a.m. on the fourth Wednesday of each month. There is usually no meeting in November and the December meeting is scheduled for the second Wednesday of the month. Meetings usually last approximately 5-6 hours, and additional special meetings occur as needed. Preparation for each meeting may consume 4-8 hours. Attendance is also expected at training sessions and workshops each year with 24 hours of continuing education required every two years.

GENERAL member candidates must be an active member of SBCERS and may not be a Safety or Retired member. SAFETY member candidates must be active members of SBCERS and may not be a General or Retired member. Separate elections are held for the General and Safety member positions. The highest runner-up of the other Safety category (law enforcement or firefighter) in the Safety member election will be declared the Safety Alternate.

All candidates must submit a Petition of Nomination/Declaration of Candidacy. Petitions will be available online at www.sbcers.org and at SBCERS Offices beginning Tuesday, July 5, 2022:

130 Robin Hill Road, Suite 100
Goleta, CA 93117

2236 South Broadway, Suite D
Santa Maria, CA 93454

The petition shall include the nominee's name, certification of willingness to serve and the nomination by at least 15 but not more than 25 members of the nominee's membership classification on a nominating petition. Nomination petitions may be submitted with wet or electronic signatures. The petitions and ballot statements must be returned to any SBCERS office no later than 5:00 p.m. on Tuesday, August 9, 2022.

Candidate statements will be available for Public Review from August 16 – 30, 2022 at www.sbcers.org and, upon request, at SBCERS offices in Santa Barbara and Santa Maria. During that period, any member qualified to vote for the candidate may seek an injunction requiring any or all of the material to be amended or deleted if it is false, misleading, or inconsistent with the requirements for the statement.

Ballots containing the names of all qualified candidates and postage-paid return envelopes will be mailed to the home address of qualified voting members of the System on Wednesday, September 14, and must be received **by U.S. mail before 5:00 p.m. on Wednesday, October 12, 2022**. The votes will be counted on Thursday, October 13, 2022.

Inquiries regarding this election may be made by calling (805) 568-2940 or emailing clerkoftheboard@sbcers.org.

2022 ELECTION CALENDAR

Offices of General, Safety & Safety Alternate-Members of the Board of Retirement
Term beginning January 1, 2023; ending December 31, 2025

July 5, 2022	<i>Forward notices to all work sites of the election and nominating procedure via Payroll Clerks.</i>
July 5, 2022	Notices of vacancy are mailed to the home address of each eligible General member and each eligible Safety member.
July 5, 2022 (Tuesday)	Nominating petitions will be available at SBCERS offices at 130 Robin Hill Road, Suite 100, Goleta, CA 93117 or 2236 South Broadway, Suite D, Santa Maria, CA 93454, or on our website: www.sbcers.org or County Intranet. Instructions to candidates regarding Statement of Qualification and the Form will be included in the Nominating Petition packet along with this calendar.
August 9, 2022 (Tuesday)	Tuesday, August 9, 2022, at 5:00 p.m. is the deadline for filing nominating petitions. To qualify, a candidate must be nominated by petition, signed by not less than 10 nor more than 25 SBCERS members in the same category, i.e. General or Safety. Candidates are invited to submit a statement of their qualifications, not to exceed 200 words in length, to be enclosed with the ballot and voting instructions. These must be filed with SBCERS no later than August 9, 2022, at 5:00 p.m. Any candidate not submitting a statement before the deadline will be considered to have declined to file a statement.
August 16 – 30, 2022	The candidate statements will be available for review for ten business days in the SBCERS offices in Santa Barbara and Santa Maria. During that period, any member qualified to vote may file an injunction requiring any or all of the material to be amended or deleted if it is false, misleading, or inconsistent with the requirements for the statement. Written statements may not refer to opponents. The order of appearance of the candidates' names upon the ballot is determined by Secretary of State of California most recent random alphabet drawing conducted for the state-wide election. If only one member files in any category, no election is held and that person is declared the winner.
September 14, 2022 (Wednesday)	A ballot containing the names of the candidates, voting instructions, candidate statements and a return envelope will be mailed to the home address of each qualified voting member of SBCERS. General members receive only ballots and statements of the General candidates. Safety members receive only ballots and statements of Safety candidates. No person shall be eligible to vote unless they are members as of September 4, 2022.
September 14 – October 12, 2022	Beginning September 14, ballots may be cast in manners consistent with the voting instructions. Ballots received after 5:00 p.m., October 12, will not be considered. Eligible members not receiving ballots may request a ballot from the Clerk of the Board of Retirement.
October 13, 2022 (Thursday)	Results will be tabulated by the Contracted Elections Provider. Interested parties may observe the count. The Contracted Elections Provider will certify the results to the Board of Supervisors of Santa Barbara County within seven (7) calendar days after the election. The candidate who receives a majority of the votes cast in each class (General, Safety) will be declared elected. The highest runner-up of the other Safety category (law enforcement or firefighter) in the Safety member election will be declared the Safety Alternate.