

NOMINATION PACKET FOR THIRD BOARD MEMBER POSITION



Sonoma County Employees' Retirement Association
433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403
Tel: (707) 565-8100 / Fax: (707) 565-8102
www.scretire.org

NOMINATION PERIOD

The nomination period is from February 10 through February 25, 2021 at 5:00 p.m.

In the event there is only one nominee, no election shall be held and the Board of Supervisors will direct the County Clerk to enter and unanimous ballot in favor of the single candidate.

BOARD MEMBER RESPONSIBILITIES

The Retirement Board's primary duty is its fiduciary responsibility to its members and their beneficiaries. The Board is also responsible for the administration and investment of Retirement System funds. Fulfilling these responsibilities requires a significant time commitment for meeting preparation and attendance as well as ongoing training.

NOMINATION PETITION

Candidates must file a Nomination Petition no later than 5:00 P.M. on February 25, 2021 at the SCERA Office, 433 Aviation Boulevard, Suite 100, Santa Rosa, CA.

The petition requires at least five (5) but no more than ten (10) signatures or contact information of qualified (active general membership) voters.

QUALIFICATION STATEMENT

Candidates who wish to submit a statement of their qualifications for office, in accordance with SCERA's Election Procedure, should submit the attached statement form to SCERA for publication by 5:00 P.M. on February 25, 2021 (the last date to file nomination petitions). Proper qualification statements so submitted will be distributed with the official ballots. Statements will be printed exactly as written and will not be edited for spelling, punctuation, content, or grammatical issues. Please be sure to proofread your statement before submitting it.

WILLINGNESS TO SERVE

Candidates are required to complete a "Willingness to Serve" declaration, indicating their intent to willfully and faithfully serve on the Board of Retirement and execute the duties of the position if elected.

SCERA BOARD MEMBER RESPONSIBILITIES



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The Sonoma County Employees' Retirement Association (SCERA) Board of Retirement's overriding goal, consistent with the fiduciary duty of its Trustees is to serve the best interests of all members and beneficiaries and to protect the assets of the Association.

The SCERA Board of Retirement has complete responsibility for administering the Retirement Plan, which includes ensuring appropriate governance, management, oversight of approximately \$2.9 billion in trust assets, establishing actuarial rates and assumptions, and benefit administration, including granting disability retirements. While the Board of Retirement is solely responsible for the administration of the Retirement Plan, the day-to-day operations have been delegated to SCERA staff.

TIME REQUIREMENT

Board Members are required to prepare for and attend Board meetings and meetings of assigned Committees.

Regular Meetings of the Retirement Board and Committees:

- **Retirement Board:** Eleven per year.
- **Disability Committee:** Twelve per year.
- **Investment Committee (a committee of the full board):** Eleven per year.
- **Audit Committee:** Two per year.
- **Administrative/Benefits Committee:** One to two per year.
- **SCERA Annual Planning Session:** Two day meeting held off-site in Sonoma County.

Board Members are responsible for making policy decisions affecting all aspects of plan administration. Therefore, Board Members must acquire a level of knowledge in all facets of the plan to effectively carry out their duties.

Training and Continuing Education requirements include:

- **Trustee Orientation** – Attend an orientation with SCERA Management within 45 days of their election or appointment
- **Continuing Education** – In compliance with AB 1519 all board members must complete 24 hours of related education every two years.
- **Mandated Biennial Training** – AB1234 Local Ethics and AB 1825 Harassment Prevention

CONFLICT OF INTEREST REPORTING

Board members are subject to California's Fair Political Practices Act, and are required to report certain income and gifts each year in order to maintain transparency.

**NOMINATION PAPERWORK - PETITION
SCERA BOARD MEMBER, THIRD BOARD MEMBER POSITION**



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A candidate may complete and submit either Section A or Section B, or both, of this form as long as the total number of nominations is at least 5 and no more than 10.

The Third Board Member Position must be filled by an active general member who is elected by active general members of the Sonoma County Employees' Retirement Association (SCERA).

SECTION A

We, the undersigned active general members of SCERA hereby nominate _____ for the office of the Third Board Member Position of the SCERA Board with a term ending December 31, 2023.

SIGNATURE	PRINTED NAME	DEPARTMENT

DECLARATION OF SUBMITTER
State of California, County of Sonoma

I, _____, under penalty of perjury, declare: That I circulated the foregoing petition in Section A and saw all the signatures appended thereto and that to the best of my knowledge and belief they are the signatures of the persons whose names they purport to be and that they are signatures of qualified voters. The signatures were obtained between February 10, 2021 and February 25, 2021.

Signature of Submitter *Department* *Date*

DECLARATION OF NOMINEE
State of California, County of Sonoma

I, _____, hereby declare that I am qualified to serve as the Nominee for the Office of Third Board Member Position of the Sonoma County Employees' Retirement Board and that I will accept the nomination and also accept the office in the event of my election. I declare under penalty of perjury that the foregoing is true and correct.

Signature of Nominee for Third Position *Department* *Date*

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SCERA BOARD MEMBER, THIRD BOARD MEMBER POSITION

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SECTION B

The below listed active general members of SCERA hereby nominate _____ for the office of the Third Retirement Board Position of the SCERA Board with a term ending December 31, 2023.

PRINTED NAME	EMAIL ADDRESS	PHONE NUMER

DECLARATION OF SUBMITTER

State of California, County of Sonoma

I, _____, under penalty of perjury, declare: That I obtained the information on the foregoing petition in Section B from the individuals listed, and that to the best of my knowledge and belief the information provided is for qualified voters who have agreed to nominate the candidate for the candidate's chosen office and who have agreed to be contacted by SCERA for the purpose of confirming their assent. Nomination assent was obtained between February 10, 2021 and February 25, 2021.

Signature of Submitter

Department

Date

DECLARATION OF NOMINEE

State of California, County of Sonoma

I, _____, hereby declare that I am qualified to serve as the Nominee for the Office of Third Board Member of the Sonoma County Employees' Retirement Board and that I will accept the nomination and also accept the office in the event of my election. I declare under penalty of perjury that the foregoing is true and correct.

Signature of Nominee for Third Position

Department

Date

**QUALIFICATION STATEMENT
 SCERA BOARD MEMBER, THIRD BOARD MEMBER POSITION**



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Name: _____

Civil Service Title: _____

Education: _____

Qualifications for Board Membership
(Type or print in 250 words or less)

By Board of Retirement Policy, the candidate's statement of qualifications "shall include only the candidate's education and other qualifications for the position and shall specifically exclude statements concerning past or future actions that have been taken or may be taken by the Board, any reference to other candidates or to another candidate's qualifications, and any reference to political party or other organizational affiliations. Qualification statements will be distributed with the official ballots. The SCERA CEO shall not cause to be printed or distributed any candidate statement that the CEO determines to include any prohibited statement or reference."

Signature of Candidate

Date

WILLINGNESS TO SERVE



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DECLARATION OF NOMINEE

State of California, County of Sonoma

I, _____, hereby declare that if I am elected, I am willing to faithfully serve the Office of Third Board Member of the Sonoma County Employees' Retirement Board and will execute the position of this office by attending meetings, complying with education/training requirements, filing conflict of interest disclosures, and fulfilling my fiduciary duties. I understand that additional time will be required for Committee assignments, which will be made by the Chairman of the Board.

Signature of Nominee for Third Position

Department

Date

(Return completed form to SCERA)