

## NOTICE OF RETIREMENT BOARD ELECTION



Sonoma County Employees' Retirement Association  
433 Aviation Boulevard, Suite 100, Santa Rosa, CA 95403  
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### **An election for the Seventh Trustee Position representing safety members shall be held on December 4, 2018.**

Notice is hereby given that a regular election for the Seventh Trustee of the Sonoma County Employees' Retirement Association (SCERA) Board shall be held on December 4, 2018. This position is elected by active safety membership. The term for this position will be from January 1, 2019 to December 31, 2021.

### **NOMINATION**

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Nomination papers may be obtained at the SCERA office, 433 Aviation Boulevard, Suite 100, Santa Rosa, CA until October 25, 2018. No fewer than five but no more than ten signatures of qualified (active safety membership) voters are required on the petition, which may be filed starting October 10, 2018, but no later than 5:00 p.m. on October 25, 2018 at the SCERA office.

In the event there is only one nominee, no election shall be held and the nominee shall be declared elected.

### **CANDIDATE'S STATEMENT**

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Candidates who wish to submit a statement of their qualifications for office may obtain blank forms from SCERA. Statements for publication may be submitted to SCERA starting October 10, 2018, but no later than 5:00 p.m. on October 25, 2018 (the last date to file nomination petitions). Qualifications statements so submitted will be distributed with the official ballots.

### **BALLOTS**

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After the close of the nomination period, SCERA shall conduct a random drawing of the nominated candidates to determine the order of the candidates' names on the ballot.

By November 14, 2018 SCERA shall mail to each eligible voter a ballot containing the names of qualified nominees and space for a write-in candidate.

### **ELECTION DAY**

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Voted ballots must be **returned to the Registrar of Voters** at 435 Fiscal Drive, Santa Rosa, CA 95403 prior to 5:00 p.m. on December 4, 2018. Any ballots received thereafter will not be counted in the official canvass of the vote. Your name, signature and department on the back of the ballot return envelope must be completed legibly in order for the vote to be counted as eligible.

## **ELECTION RESULTS**

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On December 5, 2018 the Registrar of Voters shall canvass the returns of the election and shall certify the results thereof to the Board of Retirement and to the Board of Supervisors. The candidate receiving the highest number of votes shall be declared elected.

The canvass of the returns, conducted in the Registrar of Voters Office at 435 Fiscal Dr., Santa Rosa, California 95403, shall be open to the public.

## **ELIGIBILITY REQUIREMENTS**

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1. Must be an active safety member of the Sonoma County Employees' Retirement Association.
2. A "Petition for Nomination" form shall be filed with SCERA by the nomination deadline with not less than five but no more than ten signatures of qualified (active safety membership) voters.
3. The nomination petition shall include a statement by the nominee indicating their consent to be a candidate.

## **BOARD MEMBER RESPONSIBILITIES**

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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. More specifically some of the responsibilities of each Retirement Board trustee are as follows:

1. Disability: In accordance with applicable statute, to determine whether disability applications are service connected, non-service connected or not eligible to be judged a disability at all.
2. Actuarial Survey: To review actuarial surveys, take necessary action on the funding progress of the system and the setting of actuarial assumptions, and make recommendations to the Board of Supervisors regarding contribution rates to be adopted.
3. Investments: To assist in the development of an investment plan for both short and long range scenarios. To provide for adequate diversification so as to minimize risk of loss and maximize rate of return.
4. Fiduciary Capacity: To perform all the above with care, skill, prudence and diligence such as a prudent person in like capacity, and familiar with these matters, would use. To exhibit a high degree of integrity and honesty as well as a knowledge of all the above responsibilities to maintain the confidence and trust of the system members.

Fulfilling these fiduciary responsibilities requires a significant time commitment for meeting preparation and attendance as well as ongoing training related to the above duties.