INSTRUCTIONS FOR PREPARATION

NOTICE OF INTENT TO RUN, QUALIFICATION STATEMENT
AND OCCUPATIONAL BALLOT DESIGNATION FORM

Any retired members of LACERS may qualify for the self-nominating election ballot for the Retired Member of the Los Angeles City Employees’ Retirement System (LACERS) Board of Administration. Interested retired members are required to submit the Notice of Intent to Run form and may also submit an optional Qualification Statement and Occupational Ballot Designation. The Qualification Statement will be printed at no expense to the candidate and mailed with the ballot to all eligible voters. This in no way restricts candidates from printing and distributing additional material at their own expense. Guidelines for the type of material appropriate for inclusion in these statements are set forth below. Statements should be factual and relate only to the candidate and the candidate’s qualifications for this office. This might include information on education, work experience, and other relevant qualifications. Campaign promises or platforms and adverse comments regarding other persons or organizations are NOT considered appropriate.

The Qualification Statement must be typewritten with a maximum of 250 words to be submitted with the Notice of Intent to Run form to the City Clerk’s Election Division Office, 555 Ramirez Street, Space 300, Los Angeles, CA 90012 no later than 5:00 p.m. on Friday, February 12, 2010. Statements exceeding the maximum length will be cut by words from the end until they are within 250 words. Because printing time is very short, there will be no opportunity to review proofs and the statements will be printed as submitted. It is therefore recommended that the statements be carefully reviewed to correct errors in grammar, spelling, and content before submitting them to the City Clerk’s Election Division Office.

Potential candidates may also specify an Occupational Ballot Designation to appear under the candidate’s name on the ballot. An Occupational Ballot Designation is a three-word designation of either (A) the current principal profession, vocation or occupation of the candidate, or (B) the principal profession, vocation or occupation of the candidate during the calendar year immediately preceding the filing of the candidate’s Notice of Intent to become a candidate. In the event that the candidate makes no designation, then none shall be printed on the ballot.

LACERS will print a disclaimer along with the qualification statements indicating that only the candidates are responsible for their respective statements and that LACERS and the City Clerk-Election Division have not verified any of the statements for truth or accuracy.