

**\*\*\*PLEASE DISTRIBUTE AND POST\*\*\***  
**2023 ELECTION FOR EMPLOYEE-MEMBER OF THE BOARD OF ADMINISTRATION**  
**OF THE LOS ANGELES CITY EMPLOYEES' RETIREMENT SYSTEM (LACERS)**  
**FOR A FIVE-YEAR TERM ENDING JUNE 30, 2028**

**PRELIMINARY NOTIFICATION OF ELECTION**

All qualified active members of the Los Angeles City Employees' Retirement System (LACERS) will be eligible to vote in the 2023 election for the Employee-Member of the LACERS Board of Administration. The winner of this election will begin serving on July 1, 2023, for a five-year term ending June 30, 2028.

**BOARD MEMBER DUTIES** – The Board exercises the Prudent Expert Standard (depending on the subject matter) in the discharge of its duties. It has sole and exclusive fiduciary responsibility to administer LACERS and its assets for the primary benefit of its members; has the authority to set and adopt investment policies for over \$21 billion in fund assets; and has the duty to establish actuarial assumptions and adopt rules and regulations necessary to administer the System. Training and educational opportunities are available to help Board Members understand their duties and how to perform them.

As part of a seven-member Board, Board Members may be assigned to committees. Preparation for Regular and Committee meetings requires an individual to commit hours of advance reading for discussion items and disability cases. The LACERS Board of Administration Regular Meetings are held on the second and fourth Tuesdays of each month at 10:00 a.m. Most meetings, including Special and Committee meetings, may last from one to four hours.

**ELECTION PROCESS** – For any active LACERS member interested in becoming a candidate, Nominating Petition packets will be available in-person at the Office of the City Clerk – Election Division (Election Division), 555 Ramirez Street, Space 300, Los Angeles, CA 90012, beginning on Friday, February 17, 2023 until Friday, March 3, 2023, during regular office hours of 8:00 a.m. to 5:00 p.m. Nominating Petitions must be signed by at least 100 active LACERS members (not to exceed 200 signatures), and returned to the Election Division no later than 5:00 p.m. on Friday, March 3, 2023 in order to qualify for the election ballot. Candidates may email [Clerk.ElectionAdmin@lacity.org](mailto:Clerk.ElectionAdmin@lacity.org) to pick-up and file Nominating Petitions. Appointment requests are not required, but are recommended.

Interested candidates have the option to submit a typewritten statement of qualifications (not to exceed 250 words), to be enclosed with the official ballot and voting instructions, which may include information on education, work experience, years of service, and other qualifications relevant to the position of Employee-Member of the Board. Candidates may also include a three-word occupational ballot designation, which will appear on the ballot under the candidate's name to describe the candidate's current principal profession, vocation or occupation, or the candidate's prior principal profession, vocation, or occupation during calendar year 2022. Any candidate who does not submit a statement of qualifications or occupational ballot designation by the deadline on Friday, March 3, 2023 will be considered to have declined to file a statement, and the appropriate sections for the statement of qualifications or occupational ballot designation will be left blank. A public drawing of letters to determine the random alphabetical order of appearance of the candidates' last names on the ballot will be conducted at 9:00 a.m. on Tuesday, March 7, 2023 at the Election Division.

An official ballot containing the names of all qualified candidates, voting instructions, and statement of qualifications will be mailed to the home address of each eligible voter on Tuesday, March 28, 2023. Voted ballots must be received by the Election Division no later than 5:00 p.m. on Friday, April 14, 2023. The Election Division will tally the votes on Tuesday, April 18, 2023, starting at 9:00 a.m., in the presence of candidates and up to two observers designated by each respective candidate, if so requested. The candidate that receives at least 50% plus one (majority) of all votes cast shall be elected to the position of Employee-Member of the Board ending June 30, 2028. If no candidate receives a majority of all votes cast, a runoff election will be conducted on May 19, 2023, for the two candidates receiving the highest number of votes.

If a runoff election is necessary, an official ballot containing the names of the two candidates receiving the highest number of votes, voting instructions, and statement of qualifications will be mailed to each active LACERS member on Thursday, May 4, 2023. Ballots must be received by the Election Division no later than 5:00 p.m. on Friday, May 19, 2023. The Election Division will tally the votes on Tuesday, May 23, 2023, in the presence of candidates and up to two observers designated by each respective candidate, if so requested. The candidate that receives the most votes will be declared the winner of the election.

**QUESTIONS** - Inquiries regarding this election may be directed to the Election Division Office at (213) 978-0440 or the LACERS Board Office at (213) 855-9348.