

# SBCERS

## TRUSTEE ELECTIONS POLICY

Santa Barbara County Employees' Retirement System

**SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM****TRUSTEE ELECTIONS POLICY**

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**SANTA BARBARA COUNTY EMPLOYEES' RETIREMENT SYSTEM****TRUSTEE ELECTIONS POLICY****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 ensure integrity and fairness of the Board of Retirement's election process.

**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.4<sup>th</sup> 781.

## **V. ELECTION ADMINISTRATION RESPONSIBILITIES AND CONTRACT**

- A) The SBCERS CEO shall serve as the elections official charged with ensuring the elections are conducted in accordance with this policy. They may delegate powers and duties to other SBCERS staff and/or to consultants, as appropriate.
- B) In order to prevent an actual or perceived conflict of interest SBCERS shall not conduct the election.
- C) The SBCERS CEO, or their designee, 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 ballots; renting a PO Box designated for SBCERS elections; storing election materials; and transmitting the certification provided by the Contracted Election Provider to the Board of Supervisors.
- D) 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.
- E) 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.
- F) The Contracted Election Provider shall be responsible for carrying out its responsibilities as outlined in the contract or MOU with the Board of Retirement. These responsibilities currently consist of bar-coding the return ballot envelopes; distributing ballots to eligible voters; 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.

## **VI. 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.

## **VII. ELECTIONS SCHEDULE**

Elections are to be held in September of the election years in accordance with this Policy and the contract or MOU between the Board of Retirement and the 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 their designee, shall publish a Notice of Election on or before the first Monday in July (or following business day if the first Monday is a holiday) of election years, which shall include the election schedule and a brief description of nomination and voting procedures.

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):

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

### **VIII. NOMINATION REQUIREMENTS**

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

#### **A) Intent to Serve Statement**

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

#### **B) Nomination Petition and Declaration of Candidacy**

- (1) 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.
- (2) Candidates shall file Nomination Petitions with the Clerk of the Board of Retirement, or their 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.
- (3) 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.

#### **C) 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:

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

- (4) Shall not include the candidate's political party affiliation, nor membership or activity in partisan political organizations.
- (5) 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.
- (6) The SBCERS CEO shall not cause to be printed or circulated any candidate statement that they determine to include any prohibited reference.
- (7) 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.
- (8) Information contained in the Candidate Statement is the responsibility of the candidate and SBCERS accepts no responsibility of its validity or its contents.

D) Ballot Designation Form

- (1) 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 their 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 they hold at the time of filing the nomination papers, and was elected to that office by a vote of the members;
- (2) 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, they shall notify the candidate by email, addressed to the email address provided on the candidate's Ballot Designation Form, and call them at the telephone number provided on the same form.

The Candidate shall, within three working days from the date they receive 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.

E) 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.

**IX. CERTIFYING NOMINATION 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 their 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 a unanimous ballot in favor of such nominated member (Government Code § 31523).
- C) If no candidate is certified, the SBCERS CEO or their designee shall notify the Board of Retirement, which shall reschedule the election no later than 30 business days following such notice. See Article XVI below.

**X. PUBLIC 10-DAY REVIEW OF CANDIDATE STATEMENTS**

The SBCERS CEO, or their 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.

**XI. BALLOTS**

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.

The SBCERS CEO, or their designee, 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.



The order in which the names of candidates are listed on the ballot shall be determined by California's Secretary of State's most recent Random Alphabet Drawing conducted for the statewide election.

All members eligible to vote will receive both electronic and paper ballots.

A) Electronic Ballots

- (1) All members eligible to vote who have valid email addresses on file will be emailed login credentials on opening voting day. The email will contain: (1) a URL to the Contracted Election Provider's voting website; (2) unique pin number; (3) voting instructions and contact information, including instructions on how to request a paper ballot; (4) a list of certified candidates and their Candidate Statements; and (5) a statement of powers and duties of Board members.
- (2) All members eligible to vote will also be mailed their voting credentials on opening voting day via USPS. The mailing will contain (1) a URL and QR code linked to the Contracted Election Provider's voting website; (2) unique pin number; (3) voting instructions and contact information; (4) a list of certified candidates and their Candidate Statements; (5) a statement of powers and duties of Board members; and (6) a paper ballot and pre-paid return envelope.
- (3) The online voting system will require voters to enter their login credentials and other identifying information. Once logged in, the online voting website will include the following: (1) a list of the certified candidates and their Candidate Statements; (2) sufficient information to acquaint members with the nature of the election and the proper method of casting an electronic ballot; (3) a statement of powers and duties of the Board Members. Voters will be able to mark their selection for each applicable seat and make changes before confirming their final selections.

B) Paper Ballots

- (1) 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 their last known mailing address as it appears on the retirement record or other official record.
- (2) Paper ballots to be used in the election shall include such materials: (1) a list of the certified candidates with a voting space opposite each name and sufficient information to acquaint members with the nature of the election and the proper method of casting a ballot; (2) statement(s) of qualifications, if properly filed by the candidates; (3) a pre-stamped return envelope; and (4) a statement of powers and duties of Board of Retirement Members.

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.

- (3) Return Envelopes

- a) 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.
  - b) 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.
  - c) 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."
  - d) The address listed on the Return Envelope must be located in the County of Santa Barbara.
- (5) The Contracted Election Provider 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 paper ballot.
- (6) Paper ballots shall be returned to the address listed on the Return Envelope provided via USPS; shall be completed by the eligible voter and placed within the envelope with their assigned election identification number; and shall be received by the end of the voting period.
- (7) If a member returns more than one ballot, the first ballot received is counted and the following ballot(s) received will be voided.
- (8) 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.
- (9) Voided Ballots
- a) Ballots shall be void if:
    - i. Received after Election Day;
    - ii. A duplicate ballot is cast;
    - iii. It is not possible to determine who submitted the ballot;
    - iv. It was submitted in the same envelope with other ballots; and/or,
    - v. The voter's intent cannot be determined.
  - b) 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.

- c) 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.

## **XII. COUNTING BALLOTS**

- A) There are no provisions for write-in candidates, therefore, no write-in votes will be counted.
- B) The Contracted Elections Provider must conduct the ballot count at a location in Santa Barbara County.
- C) Upon receipt of the voted paper ballots, the Contracted Election Provider shall scan the tracking code to verify the ballot against the System's list of eligible members.
- D) The Contracted Election Provider shall count the ballots in accordance with applicable statutes and procedures. The Contracted Election Provider 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 their 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.
- E) 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.
- F) The duly elected candidate shall serve for a term of three years starting January 1<sup>st</sup> of the year following the election.

## **XIII. 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.

#### **XIV. PROTECTION OF MEMBER PRIVACY**

Pursuant to the California Constitution, Article I, Section 1, and Government Code Section 31532, member records, including home addresses, e-mail addresses, and telephone numbers 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.

#### **XV. 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.

#### **XVI. 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 the election process to begin within 180 days following the vacancy. 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 the candidate's 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 Board of Retirement (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.

#### **XVII. POLICY REVIEW**

The Board of Retirement shall review this Policy at least every five (5) years to ensure that it remains relevant and appropriate, and to consider any improvements.

#### **XVIII. POLICY HISTORY**

This Policy was created and adopted by the Board of Retirement on April 22, 2009; revised on October 26, 2011, April 23, 2014, July 25, 2018, June 25, 2020, August 25, 2021, April 27, 2022, and April 23, 2025.

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## APPENDIX A – SAMPLE FORMS FOR THE CANDIDATES

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### I. INTENT TO SERVE FORM

Santa Barbara County Employees' Retirement System

Nomination Petition Packet &amp; Candidate Filing Guide

*Intent To Serve*

For the [Safety/General/Retired/Retired Alternate] Member Election to be held from [Opening Election Day] – [Closing Election Day], I hereby certify my willingness to serve on the Santa Barbara County Board of Retirement, and declare the following:

- (A) I am a candidate for the office of the [Safety/General/Retired/Retired Alternate] Member for the three-year term ending December 31, [Year]; and,
- (B) I am a [Safety/General/Retired/Retired Alternate] Member of the Santa Barbara County Employees' 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; and,
- (D) California Form 700 – Statement of Economic Interests.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**II. NOMINATION PETITION AND DECLARATION OF CANDIDACY FORM**

Santa Barbara County Employees' Retirement System

Nomination Petition Packet &amp; Candidate Filing Guide

***Nomination Petition and Declaration of Candidacy***Petition and Ballot Statement Due By:  
Petition and Ballot Statement Due To:5:00 pm on [Date]  
SBCERS Clerk of the Board**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. Electronic signatures are accepted.

***I nominate [Candidate Name] for the for the office of [Safety/General/Retired/Retired Alternate] Member of the Santa Barbara County Board of Retirement, am a [Safety/General/Retired] Member of the Santa Barbara County Employees' Retirement System, and am not a sponsor on any other certificate nominating another candidate for the above office.***

1. Print: _____ Sign: _____ Date: _____	2. Print: _____ Sign: _____ Date: _____
3. Print: _____ Sign: _____ Date: _____	4. Print: _____ Sign: _____ Date: _____
5. Print: _____ Sign: _____ Date: _____	6. Print: _____ Sign: _____ Date: _____
7. Print: _____ Sign: _____ Date: _____	8. Print: _____ Sign: _____ Date: _____
9. Print: _____ Sign: _____ Date: _____	10. Print: _____ Sign: _____ Date: _____
11. Print: _____ Sign: _____ Date: _____	12. Print: _____ Sign: _____ Date: _____

Santa Barbara County Employees' Retirement System

Nomination Petition Packet &amp; Candidate Filing Guide

13. Print: _____ Sign: _____ Date: _____	14. Print: _____ Sign: _____ Date: _____
15. Print: _____ Sign: _____ Date: _____	16. Print: _____ Sign: _____ Date: _____
17. Print: _____ Sign: _____ Date: _____	18. Print: _____ Sign: _____ Date: _____
19. Print: _____ Sign: _____ Date: _____	20. Print: _____ Sign: _____ Date: _____
21. Print: _____ Sign: _____ Date: _____	22. Print: _____ Sign: _____ Date: _____
23. Print: _____ Sign: _____ Date: _____	24. Print: _____ Sign: _____ Date: _____
25. Print: _____ Sign: _____ Date: _____	

Santa Barbara County Employees' Retirement System

Nomination Petition Packet &amp; Candidate Filing Guide

**Nomination Petition and Declaration of Candidacy**

Petition and Ballot Statement Due By: 5:00 pm on Monday, November 1, 2021  
 Petition and Ballot Statement Due To: SBCERS Clerk of the Board

**Version B: Name, Email Address, and Phone Number**

The candidate may 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.

*I nominate           [Candidate Name]           for the for the office of [Safety/General/Retired/Retired Alternate] Member of the Santa Barbara County Board of Retirement, am a [Safety/General/Retired] Member of the Santa Barbara County Employees' Retirement System, and am not a sponsor on any other certificate nominating another candidate for the above office.*

1. Name: _____ Email: _____ Phone: _____	2. Name: _____ Email: _____ Phone: _____
3. Name: _____ Email: _____ Phone: _____	4. Name: _____ Email: _____ Phone: _____
5. Name: _____ Email: _____ Phone: _____	6. Name: _____ Email: _____ Phone: _____
7. Name: _____ Email: _____ Phone: _____	8. Name: _____ Email: _____ Phone: _____
9. Name: _____ Email: _____ Phone: _____	10. Name: _____ Email: _____ Phone: _____
11. Name: _____ Email: _____ Phone: _____	12. Name: _____ Email: _____ Phone: _____



Santa Barbara County Employees' Retirement System

Nomination Petition Packet & Candidate Filing Guide

<p>13. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>14. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>15. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>16. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>17. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>18. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>19. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>20. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>21. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>22. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>23. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	<p>24. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>
<p>25. Name: _____</p> <p>Email: _____</p> <p>Phone: _____</p>	

**III. CANDIDATE STATEMENT FORM**

Santa Barbara County Employees' Retirement System

Nomination Petition Packet &amp; Candidate Filing Guide

***Candidate Statement Form*****General 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 to [ClerkoftheBoard@sbcers.org](mailto:ClerkoftheBoard@sbcers.org). 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

**IV. BALLOT DESIGNATION FORM**

Santa Barbara County Employees' Retirement System

Nomination Petition Packet &amp; Candidate Filing Guide

***Ballot Designation Form***

Name of Candidate: \_\_\_\_\_

Office Sought: [Safety/General/Retired/Alternate Retired] Member of the Board of Retirement

Daytime Telephone #: \_\_\_\_\_ Cell 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)

Signature \_\_\_\_\_

**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 their 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.

## V. FORM 700

<b>CALIFORNIA FORM 700</b> FAIR POLITICAL PRACTICES COMMISSION	<b>STATEMENT OF ECONOMIC INTERESTS COVER PAGE</b> <i>A PUBLIC DOCUMENT</i>	Date Initial Filing Received _____ <small>Filing Official Use Only</small>						
Please type or print in ink.								
NAME OF FILER (LAST) _____ (FIRST) _____ (MIDDLE) _____								
<b>1. Office, Agency, or Court</b> Agency Name (Do not use acronyms) _____ Division, Board, Department, District, if applicable _____ Your Position _____ ▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms) Agency: _____ Position: _____								
<b>2. Jurisdiction of Office (Check at least one box)</b> State _____ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction) _____ Multi-County _____ County of _____ City of _____ Other _____								
<b>3. Type of Statement (Check at least one box)</b> Annual: The period covered is January 1, 2021, through December 31, 2021. _____ Leaving Office: Date Left ____/____/____ (Check one circle.) -or- The period covered is ____/____/____, through ____/____/____, The period covered is January 1, 2021, through the date of leaving office. -or- Assuming Office: Date assumed ____/____/____ The period covered is ____/____/____, through the date of leaving office. Candidate: Date of Election _____ and office sought, if different than Part 1: _____								
<b>4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: _____</b> <b>Schedules attached</b> <table style="width: 100%;"> <tr> <td>Schedule A-1 - Investments – schedule attached</td> <td>Schedule C - Income, Loans, &amp; Business Positions – schedule attached</td> </tr> <tr> <td>Schedule A-2 - Investments – schedule attached</td> <td>Schedule D - Income – Gifts – schedule attached</td> </tr> <tr> <td>Schedule B - Real Property – schedule attached</td> <td>Schedule E - Income – Gifts – Travel Payments – schedule attached</td> </tr> </table> -or- <b>None - No reportable interests on any schedule</b>			Schedule A-1 - Investments – schedule attached	Schedule C - Income, Loans, & Business Positions – schedule attached	Schedule A-2 - Investments – schedule attached	Schedule D - Income – Gifts – schedule attached	Schedule B - Real Property – schedule attached	Schedule E - Income – Gifts – Travel Payments – schedule attached
Schedule A-1 - Investments – schedule attached	Schedule C - Income, Loans, & Business Positions – schedule attached							
Schedule A-2 - Investments – schedule attached	Schedule D - Income – Gifts – schedule attached							
Schedule B - Real Property – schedule attached	Schedule E - Income – Gifts – Travel Payments – schedule attached							
<b>5. Verification</b> MAILING ADDRESS _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____ <small>(Business or Agency Address Recommended - Public Document)</small> DAYTIME TELEPHONE NUMBER _____ EMAIL ADDRESS _____ ( ) _____ I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Date Signed _____ Signature _____ <small>(month, day, year) (File the originally signed paper statement with your filing official.)</small>								

FPPC Form 700 - Cover Page (2021/2022)  
 advice@fppc.ca.gov • 866-275-3772 • www.fppc.ca.gov  
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## APPENDIX B – SAMPLE ELECTION NOTICE

### SBCERS

Santa Barbara County Employees' Retirement System

Gregory E. Levin, CPA  
Chief Executive Officer

#### 2022 NOTICE OF ELECTIONS FOR THE SANTA BARBARA COUNTY BOARD OF RETIREMENT

Dear Active General and Safety Members of SBCERS,

Elections will be held Wednesday, September 14, 2022 – Wednesday, October 12, 2022, to select three voting members and an alternate voting member of the Board of Retirement of Santa Barbara County Employees' Retirement System (SBCERS):

1. General 2<sup>nd</sup> Member elected by active General employees (*term from December 1, 2022 – December 31, 2023 to fill a vacancy*),
2. General 3<sup>rd</sup> Member elected by active General Employees (*full 3-year term from January 1, 2023 – December 31, 2025*),
3. Safety 7<sup>th</sup> Member elected by active Safety employees (*full 3-year term from January 1, 2023 – December 31, 2025*), and
4. Safety Alternate 7A Member elected by Safety employees (*full 3-year term from January 1, 2023 – December 31, 2025*).

#### WHAT IS THE BOARD OF RETIREMENT?

The Board consists of nine voting members and two alternate voting members. The seats up for an election are in bold:

- No. 1 – Permanent Ex-Officio Member – County Treasurer
- No. 2 – Elected by General Members
- No. 3 – Elected by General Members
- No. 4 – Appointed by the Board of Supervisors
- No. 5 – Appointed by the Board of Supervisors
- No. 6 – Appointed by the Board of Supervisors
- No. 7 – Elected by Safety Members
- No. 7A (Alternate) – Elected by Safety Members, Runner Up
- No. 8 – Elected by Retired Members
- No. 8A (Alternate) – Elected by Retired Members
- No. 9 – Appointed by the Board of Supervisors

The Board has complete responsibility for administering the Retirement System, which includes oversight of approximately \$4.0 billion in trust assets; establishing actuarial rates and assumptions; granting service retirements, disability pensions, and other benefits.

#### WHEN DOES THE BOARD OF RETIREMENT MEET?

Regularly scheduled Board meetings are at 9:00 a.m. on the fourth Wednesday of each month, except that the November meeting is scheduled for the third Wednesday of the month 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.

#### WHO CAN RUN FOR A SEAT ON THE BOARD OF RETIREMENT?

This year, elections are for two General members and two Safety members (one of them being an alternate). General member candidates must be an active General member of SBCERS and may not be a Safety or

# SBCERS

Santa Barbara County Employees' Retirement System

Gregory E. Levin, CPA  
Chief Executive Officer

General member of SBCERS and may not be a Safety or Retired member. Safety member candidates must be an active Safety member of SBCERS and may not be a General or Retired member.

## HOW DOES AN ELIGIBLE MEMBER RUN IN AN ELECTION?

All candidates must submit a Petition of Nomination and Declaration of Candidacy. Petitions will be available online at [www.sbcers.org/board-elections/](http://www.sbcers.org/board-elections/) 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. Nominations may be submitted with wet or electronic signatures of nominating members.

Nomination 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 Tuesday, August 16 – 29, 2022 online at [www.sbcers.org/board-elections/](http://www.sbcers.org/board-elections/) and at SBCERS offices in Santa Barbara and Santa Maria upon request. 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.

## WHO CAN VOTE?

Active General members of SBCERS can only vote for the General Member elections. Active Safety members of SBCERS can only vote for the Safety Member elections.

## HOW TO VOTE?

Eligible voters have two options to vote: by paper ballot or electronic ballot. Only one ballot per person (paper OR electronic, not both) is accepted.

Eligible voters will be able to cast their votes online or by paper ballot beginning Wednesday, September 14, 2022, through the closing of the election on Wednesday, October 12, 2022. The online voting system is available 24 hours a day, seven days a week, during the voting period.

Eligible voters in this election who have a valid personal email address on file with SBCERS will be emailed login credentials and voting instructions on Wednesday, September 14, 2022. Eligible voters will also be mailed a Voter Packet containing: online voting instructions, an optional paper ballot, and pre-paid return envelope by USPS on Wednesday, September 14, 2022.

All ballots must be received by Wednesday, October 12, 2022. If duplicate ballots are submitted, only the first ballot received will be counted. Any duplicate ballots from one individual will be voided.

## WHEN WILL VOTES BE COUNTED?

The votes will be counted on Thursday, October 13, 2022 at the SBCERS Goleta office: 130 Robin Hill Road, Goleta, CA 93117.



**SBCERS**

Santa Barbara County Employees' Retirement System

**Gregory E. Levin, CPA**  
Chief Executive Officer**2022 ELECTION CALENDAR FOR THE SANTA BARBARA COUNTY BOARD OF RETIREMENT**

Tuesday, July 5, 2022	Election Notice is mailed to the home address of each eligible voting member.
Tuesday, July 5, 2022	Nominating petitions will be available at SBCERS Offices upon request at 130 Robin Hill Road, Suite 100, Goleta, CA 93117 or 2236 South Broadway, Suite D, Santa Maria, CA 93454, or on our website <a href="http://www.sbcers.org/board-elections/">www.sbcers.org/board-elections/</a> , or County Intranet. Office hours are 8:00 a.m. to 5:00 p.m. Members wishing to pick up a nominating petition should call to schedule an appointment in advance. Candidate instructions regarding Nomination Petitions will be included in the Nomination Packet along with this calendar.
Tuesday, August 9, 2022	The deadline for filing nominating petitions is Tuesday, August 9, 2022 at 5:00 p.m. To qualify, a candidate must be nominated by not less than 15 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 Tuesday, 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.
Tuesday, August 16 – 29, 2022	The candidate statements will be available for review online at <a href="http://www.sbcers.org/board-elections/">www.sbcers.org/board-elections/</a> and in the SBCERS offices in Santa Barbara and Santa Maria upon request. During that period, any member qualified to vote 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. 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, no election is held and that person is declared the winner.
Wednesday, September 14, 2022	Eligible voters in this election who have a valid email address on file with SBCERS will be emailed login credentials and voting instructions on Wednesday, September 14, 2022. All eligible voters will also be mailed online voting instructions by USPS on Wednesday, September 14, 2022, as well as a paper ballot and pre-paid return envelope as an alternate voting method.
Wednesday, September 14, 2022 – Wednesday, October 12, 2022	Eligible voters will be able to cast their votes online or by paper ballot beginning Wednesday, September 14, 2022, through the closing of the election on Wednesday, October 12, 2022. The online voting system is available 24 hours a day, seven days a week, during the voting period. Paper ballots must be received in the pre-paid return envelope by Wednesday, October 12, 2022.

Inquiries regarding these elections may be made by calling the Clerk of the Board of Retirement at 805-770-1135 or emailing [clerkoftheboard@sbcers.org](mailto:clerkoftheboard@sbcers.org).