



MEMORANDUM

DATE: March 17, 2023

TO: Department Heads
Labor Organizations
Interested Parties
Retirees Associations

FROM: Alison Romano
CEO & CIO

SUBJECT: NOTICE OF RETIREMENT BOARD SPECIAL ELECTION

An elected trustee of the Retirement Board resigned effective February 14, 2023, creating a vacancy for the remainder of his term.

Under the Charter and the San Francisco Administrative Code, whenever an elected trustee vacates their term of office prior to its expiration, an election must be held to fill the vacancy. The Retirement Board announced the vacancy at its February 16, 2023 meeting. The election will be held during the period from Friday, July 14, 2023 through Monday, July 31, 2023.

For your information and guidance, a "Notice of Retirement Board Special Election" is enclosed. Please post this notice in a conspicuous place in each of your worksites or locations. We seek widespread distribution so employees/retirees may be notified of the forthcoming election.

Please note that the period for submitting nominations to SFERS is from Monday, April 10, 2023 through Thursday, May 11, 2023.

Your cooperation is appreciated. If you have any questions, please contact Darlene Armanino at (415) 487-7012.

Attachments

NOTICE

PLEASE POST

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RETIREMENT BOARD SPECIAL ELECTION

To all active and retired members of the San Francisco City and County Employees' Retirement System ("Retirement System"): Please take notice that a vacancy occurred effective February 14, 2023. In accordance with Administrative Code Sections 16.550-16.565, a special election will be held to fill the vacancy.

WHO IS ELIGIBLE TO RUN

Any active or retired member of the Retirement System is eligible to run to serve as a Retirement Board trustee.

NOMINATIONS APRIL 10, 2023 TO MAY 11, 2023

All candidates to serve as Retirement Board trustee must be nominated in writing by at least twenty individuals who are members of the Retirement System. All nominations must be on an official nomination form obtained from the Retirement System. Members nominated must verify that they accept the nomination and agree to serve if elected. Nominees must also submit financial disclosure forms to the Ethics Commission. Nomination forms, including nominees' written acceptances and disclosures, must be received by the Retirement System no later than 5:00 p.m. on Friday, June 2, 2023:

San Francisco Employees' Retirement System
1145 Market Street, 5th Floor
San Francisco, CA 94103
Attention: Retirement Board Election

Nomination forms are available by contacting Darlene Armanino at (415) 487-7012.

After the Retirement System verifies the eligibility of each nominee and each of their nominators, and no later than 5:00 p.m. on Thursday, June 8, 2023, the Retirement System will send all completed nominations forms to the Department of Elections.

WHO IS ELIGIBLE TO VOTE

All active and retired members of the Retirement System are eligible to vote.

NOTICE

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ELECTION JULY 14, 2023 TO JULY 31, 2023

The Department of Elections will prepare the ballots and voting packets for delivery. The voting packets will be mailed to the address provided by SFERS for each active and retired member by Monday, June 26, 2023. Each voting packet will contain the official ballot; a pamphlet containing a sample ballot, voting instructions, and candidates' statements; and a return ballot envelope. Each member votes in accordance with the instructions, placing the voted ballot inside the return ballot envelope, and sealing and signing the return ballot envelope. **Failure to sign the exterior of the return envelope invalidates the ballot.** If a voter loses or spoils their official ballot, the voter may request a second ballot by contacting the Department of Elections. Packets returned undeliverable by the United States Postal Service will be forwarded by the Department of Elections to the addressee's departmental Election Officer by Friday, July 7, 2023, via inter-office mail. Any voting packet that cannot be delivered by the departmental Election Officer must be returned to the Department of Elections.

DELIVERY OF VOTED BALLOTS

The **VOTED BALLOT MUST BE RECEIVED BY THE DEPARTMENT OF ELECTIONS** no later than **5:00 p.m., July 31, 2023**. Voted ballots can be delivered via:

1. The member's departmental Election Officer
2. U.S. Postal Service (sufficient postage required)
3. Personally to the Department of Elections

The Department of Elections is located at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 48.

PROCESSING AND COUNTING OF BALLOTS

Beginning at 8:00 a.m., Tuesday, August 8, 2023, at the Department of Elections located at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 48, San Francisco, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots canvassed publicly in such manner that the identity of the individual casting any particular ballot will not be disclosed. No later than, **Tuesday, August 8, 2023** the Department of Elections will certify the results of the election pursuant to Administrative Code Section 16.563. The successful candidate will become a Retirement Board trustee for the remainder of the prior trustee's term, commencing August 14, 2023 and expiring February 20, 2025.