



MEMORANDUM

DATE: October 4, 2024

TO: Department Heads
Labor Organizations
Interested Parties
Retiree Associations

FROM: Alison Romano
CEO & CIO

SUBJECT: NOTICE OF RETIREMENT BOARD ELECTION

A Retirement Board seat will become vacant at the end of a term of office on February 20, 2025.

Under the Charter and the San Francisco Administrative Code, whenever the term of office of an elected Retirement Board member expires, an election must be held to fill the expected vacancy. The Retirement Board announced the upcoming vacancy at its August 14, 2024 meeting. The election will be held during the period from Monday, January 13, 2025 to Friday, January 31, 2025.

For your information and guidance, a "Notice of Retirement Board 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 nominations is from Tuesday, October 8, 2024 to Friday, November 8, 2024.

Your cooperation is appreciated. If you have any questions, please contact Darlene Armanino at (415) 487-7012 or at darlene.armanino@sfgov.org.

Attachments

NOTICE

PLEASE POST

PLEASE POST

RETIREMENT BOARD ELECTION

To all active and retired members of the San Francisco City and County Employees' Retirement System ("Retirement System"): Please take notice that the term of one of the three elected members of the Retirement Board will expire on February 20, 2025. In accordance with Administrative Code Sections 16.550-16.564, an 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 trustee of the Retirement Board.

NOMINATIONS OCTOBER 8, 2024 TO NOVEMBER 8, 2024

All candidates to serve as a trustee of the Retirement Board 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 and must be filed with the Retirement System no later than 5:00 pm on Friday, November 8, 2024. Nomination forms are available by contacting Darlene Armanino at (415) 487-7012 or darlene.armanino@sfgov.org.

Members nominated must verify that they accept the nomination and agree to serve if elected. Nominees must also submit financial disclosure forms. Nominees' written acceptances and disclosures must be received by the Retirement System no later than 5:00 p.m. on Monday, December 2, 2024.

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

After the Retirement System verifies the eligibility of each nominee and each of their nominators, and no later than 5:00 p.m. on Friday, December 6, 2024, 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

PLEASE POST

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ELECTION JANUARY 13, 2025 to January 31, 2025

No later than Wednesday, December 18, 2024 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 December 20, 2024. 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, January 10, 2025, via inter-office mail. Any voting packet that cannot be delivered by the departmental Election Officer must be returned to the Department of Elections.

Monday, January 13, 2025 is the first day of voting.

DELIVERY OF VOTED BALLOTS

The **VOTED BALLOT MUST BE RECEIVED BY THE DEPARTMENT OF ELECTIONS** no later than **5:00 p.m., Friday, January 31, 2025**. 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., Friday, February 7, 2025, 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, **Friday, February 7, 2025** the Department of Elections will certify the results of the election pursuant to Administrative Code Section 16.563. The successful candidate will become a trustee of the Retirement Board, the term of office being five years commencing February 21, 2025 and expiring February 20, 2030.

**SAN FRANCISCO CITY AND COUNTY EMPLOYEES' RETIREMENT SYSTEM
NOMINATION FORM FOR RETIREMENT BOARD (TERM FEBRUARY 21, 2025 TO FEBRUARY 20, 2030)**

We, the undersigned members of the San Francisco City and County Employees' Retirement System ("Retirement System"), hereby nominate:

NAME _____

DEPARTMENT/RETIREE _____

for member of the Retirement Board for the full term February 21, 2025 to February 20, 2030.

In witness whereof, we have signed our names and provided our places of employment or retiree status.

NOTE:

1.	Nomination Form must be filed with the Retirement System no later than 5:00 p.m. Friday, November 8, 2024 (address shown below).
2.	Nominators signing on the attached form must be active or retired members of the Retirement System.
3.	Twenty (20) <u>valid</u> signatures are required. (Twenty-five (25) spaces are provided in the event some of the signatures are disqualified.)
4.	The last four (4) numbers of the member's Social Security Number must be entered. Retirement System staff will use this information to verify that each nominator is a member of the Retirement System.

**SAN FRANCISCO CITY AND COUNTY EMPLOYEES' RETIREMENT SYSTEM
1145 MARKET STREET, 5TH FLOOR
SAN FRANCISCO, CA 94103
ATTN: RETIREMENT BOARD ELECTION**

**SAN FRANCISCO CITY AND COUNTY EMPLOYEES' RETIREMENT SYSTEM NOMINATION FORM
FOR RETIREMENT BOARD (TERM FEBRUARY 21, 2025 TO FEBRUARY 20, 2030)**

SIGNATURE	PRINTED NAME	SOCIAL SECURITY NUMBER (LAST FOUR ONLY)	DEPARTMENT/RETIREE*
1.			
2.			
3.			
4.			
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24.			
25.			

*If you are an **ACTIVE** member, indicate the name of the **Department** where you are employed. If you are a **RETIRED** member, indicate "**Retiree**" in the **DEPARTMENT/RETIREE** column.

ACCEPTANCE BY NOMINEE:

I, _____, hereby accept the foregoing nomination for Retirement System Board and
(Printed Name) agree to serve if elected.

Signed: _____ **Date:** _____
Department/Retiree: _____

CANDIDATE DISCLOSURE:

I, _____, understand that under Administrative Code Section 16.553-2, I am required to
(Printed Name) file a statement disclosing the information required by the disclosure category for the Retirement Board (Disclosure Category 1), using the Statement of Economic Interests form (Form 700). I have submitted a completed Form 700 to the Retirement System.

Signed: _____ **Date:** _____
Department/Retiree: _____