

Date: December 12, 2018
To: Board of Retirement
From: James Wilbanks, Executive Director
Subject: Special Election to Fill Second Seat

MCERA has received written notice of resignation from the Board by Trustee Patrick Sullivan effective December 15, 2018. Mr. Sullivan is leaving employment with Mendocino County. The 1937 Act requires the Board to call a Special Election to fill a vacated seat on the Board of Retirement.

Attached is a proposed Notice of Special Election prepared by staff which outlines the steps involved and the critical dates for conducting the Special Election.

I recommend the Board move to call a Special Election to fill the Second Seat and direct staff to proceed with the election as outlined in the proposed Notice of Special Election.

Notice of General Member Election and Nomination Period for the Board of Retirement

Notice is hereby given by the Mendocino County Employees Retirement Association (MCERA), pursuant to procedures approved by the Mendocino County Board of Supervisors and contained in the MCERA By-Laws, that Tuesday, January 22, 2019, is hereby fixed as the date on which an election will be conducted to elect one General Member to the Board of Retirement for a term of 10 months. Incumbent General Member Patrick Sullivan has resigned from a term of office that will expire as of November 30, 2019. The successful candidate will complete the remainder of this term of office.

Requirements: 1. Shall be a General Member of the Mendocino County Employees Retirement Association.
2. Shall execute and file a Statement of Economic Interest with MCERA within 30 days of assuming office .

Board Members need to possess the ability to fulfill the fiduciary duties required under the law to ensure that MCERA is appropriately governed and managed. The overriding goal of the Board is to serve the best interests of members and beneficiaries, and to protect the assets of the Association. The duties and responsibilities are fully described in the Retirement Board Charter which is available from MCERA. A Board member shall be available to attend regular Retirement Board meetings, which are held on the third Wednesday of each month at 8:30 a.m. at the retirement office, special meetings being held for a specific matter, and educational sessions related to Board member responsibilities.

Any qualified General Member may obtain a Declaration of Candidacy by Candidate form from the retirement office at 625-B Kings Court, Ukiah, California 95482 or online at <https://www.mendocinocounty.org/retirement>. Declaration forms will be available Thursday, December 13, 2018 at 8:00 a. m. through Friday, December 21, 2018 at 12:00 noon. All declaration forms with attached statement of candidacy shall be filed with the retirement office no later than 12:00 noon December 21, 2018.

If by 12:00 noon on December 21, 2018 only one member has been duly nominated in accordance with the rules established for the holding of such election, the Board of Supervisors shall order that no election be held and shall direct the MCERA to cast a unanimous ballot in favor of such nominated member.

If by 12:00 noon on December 21, 2018 more than one member has been duly nominated in accordance with the rules established for the holding of such election, MCERA shall cause ballots to be distributed to all eligible members to conduct the election of the Board member. The ballots shall be mailed to members who eligible to vote on Friday, January 4, 2018. Ballots must be returned to MCERA by noon on Friday, January 18, 2018. The canvas of the votes will be conducted in the retirement office commencing at 9 a.m. Tuesday, January 22, 2019. For additional information please contact the retirement office at 463-4328.

Dated this 12th day of December 2018.
James R. Wilbanks, Ph.D., Executive Director