2019 Board of Retirement Special Election Timeline and Information

Notification to the Board of Retirement 1/16/19.
Notification to the Executive Office/Board of Supervisors 1/16/2019. Not an agenda item, informational only.

Notice of Special election to Safety members on 1/16/19.
Submit to Sheriff's Office, District Attorney's Office and Probation Department for all employee notification. Post to website/portal.

Declarations of Candidacy forms available and accepted 1/17/19 thru 2/1/19.
Due by 12:00 noon 2/1/19.
Prepare declaration forms and have available for inquiries by 1/16/19.
Post to website/portal. Can be emailed to interested parties.

If no election is to be held, agenda summary to the Board of Supervisors 2/1/19 requesting certification of no election and to direct MCERA to cast unanimous ballot in favor of unopposed candidate per GC 31523.

If election is to be held, arrange for Express It to mail ballots by 2/8/2019.
Contact Express It regarding printing of ballots, special return envelopes, and mailing timeline.
Envelopes must identify the member type, department, and signature of member on the exterior of the envelope.

Ballots due by 12:00 noon on 2/22/2019.
As envelopes are received, date stamp and keep sealed until ballots are counted.
Verify that the employee is the correct membership for that election and that there are no duplicate ballots submitted by same employee.

Election to be held on Monday 2/25/19 at 9:00 am in retirement office.
Schedule representative from Clerk Recorder's Office to attend.

Agenda summary to the Board of Supervisors 2/25/19 for meeting (date unknown, tentatively 3/12/2019) certifying election results.

Certification of election results to the Board of Supervisors on 2/25/19 (date unknown).

Certification of election results to the Board of Retirement after BOS certifies election results, most likely 3/20/19.

Term of office begins immediately with swearing in (Oath of Office) at 3/20/19 meeting. (Schedule representative from Clerk Recorder's Office to conduct.)