

**INSTRUCTIONS TO CANDIDATE AND CIRCULATOR
SACRAMENTO COUNTY EMPLOYEES' RETIREMENT SYSTEM
RETIREMENT BOARD ELECTION**

MISCELLANEOUS REPRESENTATIVE

ELIGIBILITY REQUIREMENTS: Employees of Sacramento County; Superior Court of California, County of Sacramento; and Special Districts who are active Miscellaneous members of the Sacramento County Employees' Retirement System ("SCERS" or the "System") and who are full-time or part-time permanent employees according to System records are eligible to be candidates, to circulate and/or sign nomination petitions, and/or to vote in this election.

The office to be filled is one Miscellaneous Representative for the term of office that includes the term beginning January 1, 2025 and ending December 31, 2027.

FILING PROCESS: The first day to obtain and file Nomination Papers and the Candidate Statement, is Monday, July 22, 2024. Candidates may pick up nomination papers from the Voter Registration and Elections Office at 7000 65th Street, Suite A, Sacramento, California or download nomination papers from the Voter Registration and Elections website at www.elections.saccounty.gov.

Candidates are required to file their nomination papers in person or via email at voters-campaignservices@saccounty.gov. Nomination papers consist of the Nomination Petition, Declaration of Candidacy, Affidavit of Circulator, and Affidavit of Nominee. Nomination papers and the Candidate Statement must be completed and shall be filed together at Voter Registration and Elections ("VRE") on or before 5:00 p.m. on Friday, August 2, 2024.

NOMINATION PETITION: The nomination petition shall be signed by not less than 10 or more than 15 members and must bear original signatures that may be submitted by email. The candidate may circulate their own petition. No member shall sign more than one nomination petition; a candidate may sign their own nomination petition. Only Miscellaneous Members may be candidates, circulate the nomination petition, sign the nomination petition, and vote for a Miscellaneous Representative. Each signer of the petition must print and sign their name in full and write in the name of their employer.

The job title to appear on the ballot, shall contain no more than three (3) words or one's actual title as listed in the Salary Ordinance and Classification listing. Incumbents running for re-election have the option of using their position title or "Incumbent" for the job title.

CANDIDATE'S STATEMENT: The Candidate Statement must not exceed 200 words, must be typed, and must be filed at the same time as the nomination papers are filed. Candidates are not to refer to opponents in any manner. The statement may be withdrawn but not changed during the period for filing nomination papers. If the candidate uses someone else's name in the Candidate Statement, they must file an original letter from the person(s) stating that he or she is giving the candidate permission to use his or her name in this manner. Original permission letters must be signed, dated, and contain contact information for verification. If the Candidate Statement contains endorsements, the candidate must file an original letter of authorization from the person(s) or organization(s) giving the candidate the endorsement at the time the candidate files their statement. Original letters must be signed and dated and contain contact information for verification. Candidate Statements shall remain confidential until the close of the nomination

period for the office sought. Candidate Statements that do not meet these criteria and are deemed invalid will not be included with the voting materials. In this case, no Candidate Statement will appear.

All Candidate Statements must be printed on or attached to the Candidate Statement form provided. The top and bottom of the Candidate Statement form must be completed in full. Any supplemental pages must bear the original signature of the candidate.

Candidate Statements are to be typewritten in a block paragraph style and written in the first person (e.g., "I am running..." not "She is running..." or "Jane is running...") and shall be limited to the recitation of the candidate's own personal background and qualifications. Candidate Statements must be in paragraph format, and all paragraphs must be separated by a blank line. No more than 5 paragraphs per 200 word statement. Do not use bullets, stars, italics, tables, all capital letters, underlines, lists, boldface type, material requiring indentation, or multiple punctuation. Do not include party affiliation, membership or activity in partisan political organizations. Candidate Statements shall not in any way make reference to other candidates or to another candidate's qualifications, character, or activities. Candidate Statements that do not meet these criteria and are deemed invalid will not be included with the voting materials. In this case, no Candidate Statement will appear.

The Candidate Statement will be printed as submitted utilizing a standardized format. Check the Candidate Statement for errors in spelling, punctuation, and grammar prior to submitting. Changes or corrections will not be permitted after submission. The Candidate Statement is entirely the candidate's responsibility.

VOTES NEEDED FOR ELECTION: The candidate receiving the highest number of votes will be declared the elected Miscellaneous Representative.

APPOINTMENTS IN LIEU: California Government Code Section 31523 declares that if an election has been called and only one member has been nominated for the position, no election shall be held, and a unanimous ballot shall be cast in favor of the nominated member. Therefore, when the number of candidates nominated equals the number of seats up for election for the Miscellaneous Representative contest, the candidate will be appointed to the position and serve as if elected. No election materials need be prepared for this seat.

ELECTION RESULTS: VRE will post all election results to the VRE website www.elections.saccounty.gov on the day ballots are tabulated. VRE will **NOT** notify candidates individually of the election results. It is the sole responsibility of the candidates to obtain the status and election results of their candidacy.

QUESTIONS: If you have any questions, please call Campaign Services at Voter Registration and Elections at (916) 875-6276.