

Deferred Compensation Plan BOARD REPORT 11-14

Date: February 1, 2011
 To: Board of Deferred Compensation Administration
 From: Staff
 Subject: Board Elections

*Board of Deferred
 Compensation Administration
 Eugene K. Canzano, Chairperson
 Richard Kraus, Vice-Chairperson
 Sangeeta Bhatia
 Cliff Cannon
 Tom Moutes
 John R. Mumma
 Michael Perez
 Robert Schoonover
 Maggie Whelan*

Recommendation:

That the Board of Deferred Compensation Administration receive and file the following information regarding upcoming elections for the Board of Deferred Compensation Administration.

Discussion:

As indicated at last month's Board meeting, the next election for the LACERS and Pensions representatives will be held on May 20, 2011 with their terms beginning July 1, 2011. The next election for the representatives for retired participants and participants who are members of the Department of Water and Power Retirement Plan will be held in May 2012 and seated July 1, 2012.

Authority for the elections is provided in City of Los Angeles Administrative Code Division 4, Chapter 14. Rules regarding how the elections will be conducted, in the form of the Board's approved Elections Policies and Procedures, are posted on the Plan-level website at http://per.lacity.org/DeferredComp/Deferred_Comp_Main%20Page.htm.

Following is an updated schedule of events, completed and pending, concerning the election:

| Date | Activity | Status |
|-------------------|---|-----------|
| December 2, 2010 | Coordination Meeting - City Clerk and Deferred Comp. Staff | Completed |
| January 5, 2011 | City Clerk finalized calendar and notified print shop of upcoming print jobs | Completed |
| February 11, 2011 | Send request to Great-West and Controller to generate mailing lists of eligible voters | Completed |
| February 22, 2011 | GM of Personnel Dept. to notify City Clerk of the upcoming election | Completed |
| February 28, 2011 | Provide # of voters, accounting info. (Fund #, IDO #, Acct. #) to City Clerk | |
| March 16, 2011 | Send drafts of Nominating Petition packet to City Clerk for review | |
| March 16, 2011 | Eligible voters will receive a detailed letter informing them of the elections including the requirements for both voting and candidacy | |

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| March 16, 2011 | Send request to Great-West and Controller to generate updated lists of eligible voters | |
| March 25, 2011 | Nominating petitions available from Deferred Compensation Plan staff between 8:00 AM to 4:00 PM | |
| March 25, 2011 | Send list of eligible voters to City Clerk to be used for signature verification of Nominating Petitions | |
| April 8, 2011 | Nominating petitions due to Deferred Compensation Plan staff by 5:00 PM. Deliver occupational ballot designation by candidates to City Clerk. | |
| April 8, 2011 | Send draft Notice of Election to City Clerk | |
| April 15, 2011 | Obtain copy of approved Official Ballot from City Clerk for attachment to the Notice of Election | |
| April 20, 2011 | Personnel Dept. sends Primary Roster (alpha order) to City Clerk | |
| April 29, 2011 | Send "Notice of Election" to City Clerk for posting: election date, sample ballot with candidate names, rules concerning eligibility to vote, etc. | |
| April 29, 2011 | GSD Mail Services mail ballot packets to voters; Deliver ballots to LAPD for distribution to confidential members | |
| May 13, 2011 | Ballots can be returned personally to City Clerk. Election Division will place ballot box at the Front Counter | |
| May 17, 2011 | Provide names of designated observers (maximum of two), candidates names, and Plan staff to City Clerk | |
| May 20, 2011 | Election Day (ends at 5:00 P.M.) | |
| May 20, 2011 | Plan staff to send list of those who retired or no longer members of the Plan to City Clerk | |
| May 24, 2011 | Canvass of Election results at the City Clerk-Election Division Office | |
| May 27, 2011 | Last day to file for written protests to City Clerk-Election Division | |
| June 3, 2011 | Last day for City Clerk to certify results to the Board | |

Submitted by: _____
Natasha Gameroz

Reviewed by: _____
Steven Montagna

Approved by: _____
Alejandrina Basquez