



# Active Candidate

## LASERS Board of Trustees Election

### Nominating Petition

**LASERS**  
Louisiana State Employees'  
Retirement System



# Schedule and Rules for 2009 Active Member Election

Nominations are being accepted for three positions on the LASERS Board of Trustees representing active employees. LASERS Trustees serve four-year terms. Trustees are eligible to serve only three consecutive four-year terms, to include any term served as an active or retired member.

## 1. Qualifications

- An active member candidate must have at least 10 years of credited service with LASERS (excluding any military service credit) by the closing date for nominations, **July 14, 2009**.
- Each active candidate must submit a nominating petition bearing the names and signatures of 25 active LASERS members. Each signature must be accompanied by the last four digits of the signatory's Social Security number.
- Each petition should be accompanied by the candidate's photo, qualifications and platform.

## 2. Schedule of Election

Elections for active member trustees are conducted in odd-numbered years. Three active member trustees will be chosen. Each will serve a four-year term.

<b>March 1, 2009</b> (1st day in March)	Nominations open
<b>July 14</b> (2nd Tuesday in July)	All nominating petitions, platforms and photos due by 4:30 P.M., Central Time
<b>July 17</b> (Friday after 2nd Tuesday in July)	Drawing to determine candidate positions on ballot and candidate workshop
<b>September 25</b> (4th Friday in September)	Ballot packets mailed to active members
<b>October 23</b> (4th Friday in October)	All ballots and electronic votes must be received by 4:30 P.M., Central Time (no faxed ballots will be accepted)
<b>October 28</b> (Wednesday after 4th Friday in October)	Votes tallied and verified
<b>November 20</b> (Regular November Meeting)	Board certifies and authorizes publication of election results
<b>January 21, 2010</b> (Thursday before regular January meeting)	Orientation for new trustees
<b>Tentative date</b> <b>January 22, 2010</b> (Regular January meeting)	New trustees sworn in prior to the beginning of the January Board meeting

### **3. Candidate Petition, Photo, Qualifications and Platform**

All candidates should include the following with their nominating petitions:

- **Candidate Petition**

The petition should contain the names, signatures and the **final four digits of the Social Security number** of at least 25 active members of LASERS. *Social Security numbers are verified on all petition signees.* It is advisable to obtain extra names, in the event that some signatures cannot be verified.

- **Photo**

Please include a professional photograph of yourself with your nominating petition. Digital photographs in JPEG format on CD are preferred. Printed photographs no smaller than 3" x 5" are acceptable. LASERS reserves the right to reject any photo with inappropriate content.

- **Qualifications and Platform**

Please limit your qualifications and platform to no more than 200 words. You may divide the total between your platform and qualifications in any manner you wish. For example: 100 words for qualifications and 100 words for platform. If your qualifications and platform exceed 200 words, LASERS reserves the right to edit for length.

Candidate petition, photo, qualifications and platform must be *received* by LASERS **no later than 4:30 p.m. (Central Time), July 14, 2009**, at:

Louisiana State Employees' Retirement System (LASERS)  
c/o Executive Director

Mailing Address: P.O. Box 44213, Baton Rouge, LA 70804-4213

Street Address: 8401 United Plaza Blvd., First Floor, Baton Rouge, LA 70809

*Faxed petitions will not be accepted*

### **4. Responsibilities of the Trustee**

- A trustee should have knowledge of, background in, or the ability to understand and utilize investment principles and terminology for a retirement system whose current assets exceed \$8 billion.
- A trustee should become familiar with all applicable retirement laws in order to adequately rule on appeals submitted by members of the retirement system.
- Trustees are expected to attend all regularly scheduled meetings of the Board; assigned committee meetings; workshops and possible legislative hearings relative to retirement matters during regular and special legislative sessions.
- Trustees must act in the sole and exclusive interest of LASERS members and retirees. Breach of fiduciary duty can result in personal liability.

## **5. Election Process**

The executive director of LASERS will respond by letter to each individual who submits a candidate petition, providing notification of eligible status, the date of the drawing to determine ballot position, and the date of the candidate workshop.

After ballot position has been determined, the executive director notifies candidates by letter. Ballot packets are distributed to voting members. All ballots and electronic votes must be received **no later than 4:30 P.M. (Central Time), October 23, 2009.**

**Election officials certify results to the executive director, who reports them at the regular November board meeting. Trustees certify the results and authorize their publication. Unless re-elected, outgoing trustees' terms expire at the conclusion of the December meeting. Newly elected and re-elected trustees are sworn in prior to the beginning of the January board meeting.**

## **6. Active Member Election Rules**

**(from the Louisiana Administrative Code, Title 58, Part I, Chapter 3, Section 303)**

- A. An active member candidate for a position on the board of trustees must be an active member of the system with at least 10 years of credited service (excluding any military service credit) as of the date on which nominations close. The board of trustees shall accept the name and final four digits of the Social Security number of every candidate nominated by petition of 25 or more active members of the system and shall place the name of such candidates on the ballot, provided each such candidate meets the requirements for trustee. The petitioning members' signatures must be accompanied by the final four digits of their Social Security number. The petition should contain all of the information which the candidate wishes to be included in the election brochure.
- B. The three candidates who receive the most votes shall be declared successful candidates and presented to the board.
- C. There shall be a drawing at 11 a.m. on the Friday following the second Tuesday in July, in the Retirement Systems Building, 8401 United Plaza Boulevard, Baton Rouge, LA, to determine the position each candidate shall have on the ballot or election brochure. All candidates may attend or send a representative to the drawing.
- D. Ballots or election brochures shall be distributed or mailed by the fourth Friday in September. Every active contributing member appearing on the June Monthly Retirement Reports shall receive a ballot or election brochure for voting. Participants in the DROP program shall vote in the active members' election and shall have ballots or election brochures mailed to their homes.
- E. If electronic voting methods are utilized, members shall follow the instructions on the election brochure for registering their votes. Votes shall be confidential. Ballots or electronic votes received after the close of business on the fourth Friday in October (4:30 p.m. Central Standard Time) shall be rejected. Ballots must be returned to the address set forth in the instructions on the election brochure.

- F. All valid ballots shall be tallied on Wednesday following the fourth Friday in October. Envelopes, valid ballots, and electronic information displaying individual votes shall be destroyed after the results of the election have been promulgated by the board of trustees.
- G. Ties affecting elected positions shall be decided by a coin toss held by the executive director in the presence of the candidates affected or the representative they designate.
- H. The executive director shall submit a written report of the election results to the board of trustees no later than the regular November meeting of the board of trustees.
- I. Upon receipt of the results of the election, the board of trustees shall timely promulgate the election and notify the successful candidates of their election and the secretary of state, so as to allow the candidates sufficient time to take and file the oath of office with the Secretary of State within the time specified by law.
- J. Active members cannot solicit employees of LASERS to participate in their campaigns, and LASERS' employees cannot participate, or give assistance to any member who is running for election or re-election to the board. Active member candidates shall not solicit or have contact with any vendor or employee of a vendor who is providing LASERS with products or services related to elections of the LASERS board of trustees.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 11:511 and R.S. 11:515.

**HISTORICAL NOTE:** Promulgated by the Department of Treasury, Board of Trustees of the State Employees' Retirement System, LR 22:373 (May 1996), amended LR 23:996 (August 1997), LR 25:1278 (July 1999), LR 26:2633 (November 2000), LR 31:946 (April 2005), LR 34:446 (March 2008).

# Petition for Active Member Candidate

## Eligibility Requirement for Candidacy

To be a candidate for a seat on the LASERS Board of Trustees, at least 25 active LASERS members must endorse your candidacy. Each signature should be accompanied by the *final four digits* of the member's Social Security number. It is advisable to obtain more than 25 names, in the eventuality that some signatures cannot be verified. *Social Security numbers are verified on all petition signatures.* (Important information is located on the last page of this booklet for street/mailing addresses, or telephone numbers.) *No faxed petitions accepted. Deadline: 4:30 p.m. (Central Time) July 14, 2009.*

Name:	Social Security Number (final four digits):
Mailing Address:	E-mail Address:
City, State, Zip:	
Daytime Area Code/Telephone:	Date You Joined LASERS:
Your State Agency:	Your Title

**INSTRUCTIONS:** Print your name, sign the petition and provide the *final four digits* of your Social Security number.  
*I hereby endorse the above-named person for the position of trustee of the Louisiana State Employees' Retirement System.*

Name (printed)	Signature	SSN (final four digits)
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
11.		

**Candidate's Name:****Social Security Number (final four digits):**

Name (printed)

Signature

SSN (final four digits)

12.

13.

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30.

Cut on dotted line to return to LASERS

# **DEADLINE FOR SUBMISSION**

This completed petition, together with your photo, qualifications, and platform must be received in the office of the LASERS Executive Director no later than **4:30 P.M. (Central Time), Tuesday July 14, 2009.**

## **Louisiana State Employees' Retirement System (LASERS)**

### **Mailing Address:**

P.O. Box 44213  
Baton Rouge, LA 70804-4213

### **Street Address:**

First Floor, Louisiana Retirement Systems Building  
8401 United Plaza Blvd.  
Baton Rouge, LA 70809

### **Telephone Numbers for Additional Information:**

**Main:** 225.922.0600, ask for extension 7590

**Toll-free:** 800.256.3000, press 2, press 3-7590

**Board Election Information:** 225.925.7590

**Notes:**

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# LASERS

## Contact Information

**Location:** 8401 United Plaza Blvd. • Baton Rouge, LA 70809

**Mail:** P.O. Box 44213 • Baton Rouge, LA 70804-4213

**Phone:** (toll-free) 800.256.3000 • (local) 225.922.0600

**Web:** [www.lasersonline.org](http://www.lasersonline.org)