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## Circular Letter

February 19, 2013

**TO: ALL CALPERS EMPLOYERS**

**SUBJECT: DESIGNATION OF AN AGENCY ELECTION OFFICER CONTACT IN my|CalPERS**

The purpose of this Circular Letter is to inform you of important information regarding the designation of an Agency Election Officer contact in my|CalPERS.

In preparation for the upcoming 2013 CalPERS Board of Administration Member-At-Large Election, my|CalPERS System Access Administrators (SAA) for each agency are requested to log into my|CalPERS and ensure that an Agency Election Officer has been designated as a primary contact for their agency.

The California Code of Regulations §554.1 requires that each public agency and each State department appoint an Agency Election Officer at the request of the Board for Board member elections.

Agency Election Officers shall:

- (a) Certify that the designated Election Officer understands and will comply with the election instructions and that actions taken will be compatible with ethical election practices.
- (b) Ensure the timely distribution to eligible members or posting of election materials sent by Election Coordinator's, according to the Election Coordinator's instructions.
- (c) Ensure impartiality of the election process within the agency.
- (d) Ensure no campaign material is distributed with the election material sent by the Election Coordinator.
- (e) Promptly provide any information necessary to the election process at the request of the Election Coordinator.
- (f) Certify, under penalty of perjury, that election materials were forwarded to PERS members in that agency, as instructed by the Election Coordinator.

Please visit the following link for instructions on how to add an agency contact:  
<http://www.calpers.ca.gov/eip-docs/employer/mycalpers/guide-add-contact.pdf>

If you have any questions, please contact the CalPERS Customer Contact Center at **888 CalPERS** (or 888-225-7377).

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