



Marin County  
Employees'  
Retirement  
Association

# RETIREMENT BOARD ELECTION INFORMATION

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EIGHTH RETIRED MEMBER &  
ALTERNATE EIGHTH RETIRED MEMBER  
2024



# RETIREMENT BOARD ELECTION FOR EIGHTH RETIRED MEMBER & ALTERNATE EIGHTH RETIRED MEMBER

## CONTACT MCERA:

**Jeff Wickman**  
**Retirement Administrator**  
(415) 473-3733

Main: (415) 473-6147  
MCERABoard@marincounty.org  
[mcera.org](https://mcera.org)

One McInnis Parkway  
Suite 100  
San Rafael, CA 94903

## CONTACT ELECTIONS:

(415) 473-6456  
Dan.Miller@marincounty.gov  
[MarinVotes.org](https://MarinVotes.org)

### Physical Address

3501 Civic Center Drive  
Room 121  
San Rafael CA 94903

### Mailing Address

PO Box E  
San Rafael, CA 94913

The County of Marin Elections Department is conducting two elections: one for the **Eighth Retired Member** position, and one for the **Alternate Eighth Retired Member** position on the Board of Retirement for the Marin County Employees' Retirement Association (MCERA). The term of office for both positions begin November 1, 2024 and runs for three years.

If you are a retired MCERA member and would like to participate in the governance and oversight of MCERA and contribute to the system's administration and investment of its assets, you are encouraged to seek office for either the Eighth Retired Member position or Alternate Eighth Retired Member position.

Any questions you have about the positions should be directed to MCERA. Any questions regarding the election process or the procedure for filing nomination petitions should be directed to the County of Marin Elections Department.

MORE INFORMATION ON THIS OPPORTUNITY IS AVAILABLE ON THE ELECTIONS PAGE OF MCERA'S WEBSITE, [MCERA.ORG](https://mcera.org).

# ABOUT THE ELECTION

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## ELIGIBILITY

Candidates for the Eighth Retired Member and Alternate Eighth Retired Member positions on the Board of Retirement must be retired members who worked for one of MCERA's participating employers.

## NOMINATION

Nomination petitions may be obtained from the County of Marin Elections Department beginning at 8:00 AM on Wednesday, May 29, 2024. Petitions must be signed by at least ten qualified retired members of MCERA and filed with the County of Marin Elections Department by 4:30 PM on Wednesday, June 12, 2024. If the incumbent in a position fails to file a nomination petition, the deadline for that position will extend to 4:30 PM on Wednesday, June 19, 2024.

In the event there is only one nominee for a position, no election will be held for that position and the nominee shall be declared elected.

## CANDIDATE'S STATEMENT

Candidates who wish to submit a statement of their qualifications for office may do so at the time of filing their nomination. The statement may include the name, age and occupation of the candidate and a brief description, no more than 200 words in length, of the candidate's qualifications. Candidate statements will be sent to each voter with the official ballot.



# ELECTION SCHEDULE

MAY 29, 2024

▶ Nomination petitions for candidates will be available from the Marin County Elections Department beginning at 8:00 AM May 29.

**Please note:** The Elections Department encourages candidates to call Elections at (415) 473-6456, or email Dan Miller (dan.miller@marincounty.gov) to initiate the nomination process and receive instructions for completing and filing petitions.

JUNE 12, 2024

▶ The deadline for filing signed nomination petitions with the Elections Department ends at 4:30 PM June 12.

JUNE 19, 2024

▶ *Tentative.* If either incumbent fails to file a nomination petition, the filing deadline for that position will extend to June 19.

JUNE 28, 2024

▶ If there is more than one candidate for a position, ballots will be mailed to all eligible voters by this date.

JULY 26, 2024

▶ The deadline to submit voted ballots to the Elections Department is 4:30 PM July 26.

# ABOUT THE RETIREMENT BOARD

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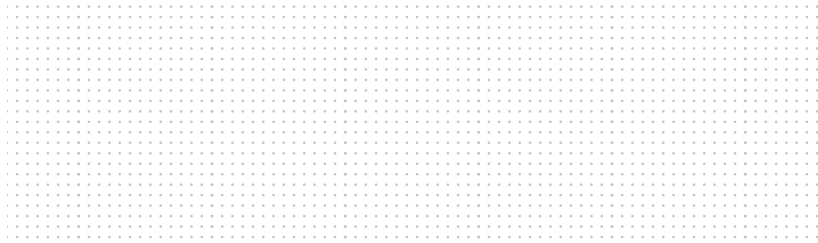
The MCERA Board of Retirement is a nine-member body with three alternate positions. The Board consists of four trustees who are appointed by the Marin County Board of Supervisors, four trustees who are elected by the MCERA membership (two general, one safety, and one retiree), and the Director of Finance for the County of Marin. The safety and retiree positions have elected alternate members. The Director of Finance may also appoint an alternate ex-officio member. Except for the County of Marin's Director of Finance, all trustees serve a three-year term with no limit on the number of terms that can be served.

## RESPONSIBILITIES OF THE BOARD

The Board has a fiduciary responsibility to manage the retirement system for the exclusive benefit of MCERA members and beneficiaries. The Board sets policy for the operation of MCERA, considers applications for disability retirement, determines employer and employee contribution rates on the basis of actuarial studies, controls the investment of assets, and authorizes all disbursements of MCERA funds.

### **Among other requirements, all Retirement Board trustees:**

- Are prohibited from selling or providing investment products to any public retirement system in California.
- Are required to file an annual Statement of Economic Interests (Form 700) with the California Fair Political Practices Commission.
- Must complete the education and training as outlined in MCERA's Education Policy. This includes a minimum of 24 hours of training every two years.
- Must annually attest to their compliance with key policies (see MCERA's Policy Regarding Annual Affirmation as to Key Policies for more information).



## BOARD MEETINGS

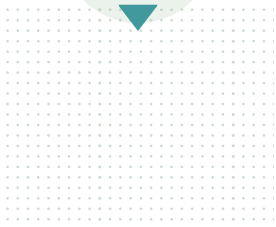
Regular Board meetings are held on the second Wednesday of the month at 9:00 a.m., unless otherwise indicated on the Board’s meeting calendar. All Board and Committee meetings are open to the public and normally held in the MCERA Board Room, located at One McInnis Parkway, Suite 100, in San Rafael, California. Board meetings are also accessible to the public via live streams on Zoom and YouTube.

## BOARD COMMITTEES

The Retirement Board has four standing committees. The Investment Committee is comprised of the full Board and all investment related decisions are made at Committee meetings. The Finance and Risk Management, Governance, and Audit Committees meet on a regular schedule or as needed and report their findings and recommendations to the Board of Retirement for action. All standing committees follow the open meeting requirements of the Brown Act and are public meetings. Ad hoc committees are formed for a specific subject and for limited terms. Ad Hoc committees are made up of less than a quorum of the Board and are not subject to the Brown Act.



### BOARD MEETING CALENDAR



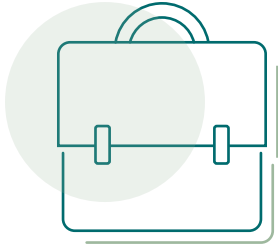
# 2024 MEETING CALENDAR

The following calendar is current as of April 15, 2024.

	REGULAR	INVESTMENT	AUDIT	FINANCE & RISK MGMNT	GOVERNANCE	STRATEGIC WORKSHOP
JANUARY 10	●					
JANUARY 17		●				
FEBRUARY 14	●					
MARCH 13	●					
MARCH 20		●				
MARCH 27				●		
APRIL 10	●					
APRIL 24					●	
MAY 1	●					
JUNE 3				●		
JUNE 12	●					
JUNE 18		●				
JUNE 20-21						●
JULY 10	●		●			
AUGUST 14	●					
AUGUST 28				●		
SEPTEMBER 11	●					
SEPTEMBER 17			●			
SEPTEMBER 18		●				
OCTOBER 9	●					
OCTOBER 15-16						●
OCTOBER 23					●	
NOVEMBER 6	●					
NOVEMBER 20				●		
DECEMBER 2			●			
DECEMBER 4		●				
DECEMBER 11	●					

# DUTIES AND ANTICIPATED TIME COMMITMENTS

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## OFFICIAL DUTIES

The official duties of Board members include, and are not limited to, the following:

- Preparation for and attendance at twelve regular monthly Board meetings
- Preparation for and attendance at six investment committee meetings
- Strategic workshops, typically in the spring and fall
- Board committees as assigned by the Board Chair
- Ad hoc committee meetings as assigned by the Board Chair
- Special Board meetings, if necessary

The meetings involve duties such as the selection and monitoring of investment managers, consideration of and action on disability retirement applications, the review and adoption of actuarial studies and the general administration of the retirement system.

## TIME COMMITMENT RELATED TO MEETINGS

### REGULAR MEETINGS

The Board generally holds its regular meetings on the second Wednesday of each month, except in May and November, when the regular meeting is usually moved to the first or third Wednesday. Meetings begin at 9 AM unless otherwise posted, and generally end before 1 PM.

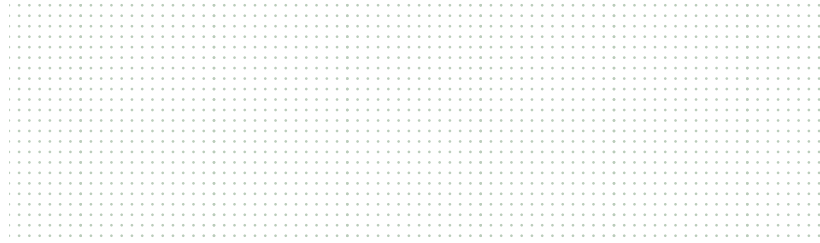
### SPECIAL MEETINGS

From time to time, a “special meeting” of the Board may be convened on at least 24-hour notice.

### INVESTMENT COMMITTEE MEETINGS

The Investment Committee generally meets every other month, one to two weeks after the regular monthly Board meeting. Meetings begin at 9 AM unless otherwise posted, and generally end before 1 PM.





### STRATEGIC WORKSHOPS

Board workshops are held in the spring and fall and are 1-2 days in length. The workshops generally focus on educational topics for the Board.

## TIME COMMITMENT RELATED TO PREPARATION AND EDUCATION

### MEETING PREPARATION

Board members should generally expect to spend three to four hours in preparation for Board and Committee meetings. For example, Board members are provided investment-related materials relevant to the administration of MCERA's investments. Spending 1-3 hours per week reviewing such materials would not be unusual.

### TRAINING AND EDUCATION

California law requires that MCERA Board members complete a minimum of 24 hours of education within two years of joining the Retirement Board and thereafter on a biannual basis. Ethics certification is mandated within one year of assuming office then once every two years, and Prevention of Sexual Harassment training is required within six months of assuming office then once every two years. Board members are also expected to complete training on the Brown Act (California's open meetings law).

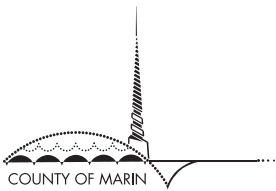
Board members may spend from 7-10 days, plus travel time, attending educational conferences and seminars each year. In addition, Board members who assume leadership positions in organizations that serve public pension funds typically spend several additional days on that work.



# ABOUT MCERA

## Participating Employers

MCERA's membership includes active, deferred and retired members and beneficiaries of the following nine agencies and organizations:



## OUR MISSION

Our mission is to provide superior customer service to members and beneficiaries of the Marin County Employees' Retirement Association through efficient benefits administration and a commitment to integrity and prudent financial management.

## PLAN STRUCTURE

The Marin County Employees' Retirement Association (MCERA) is a governmental pension plan established by the County of Marin on July 1, 1950, under the County Employees Retirement Law of 1937 (California State Government Code Section 31450 et. seq., also referred to as the 1937 Act). MCERA is also governed by the California Constitution and the regulations, procedures and policies adopted by MCERA's Retirement Board. MCERA also operates as a 401(a) plan under the regulations established in the Internal Revenue Code. The Marin County Board of Supervisors may also adopt resolutions, as permitted by the 1937 Act, which may affect the benefits of MCERA members.

## MCERA STAFF

MCERA staff, under direction from the Retirement Administrator, administer the day to day operations and execute the direction provided by the Board of Retirement. In executing its responsibility MCERA collects contributions from members and employers, calculates retirement benefits, pays monthly retirement benefits, processes contribution refunds, determines service purchase costs and pays death benefits. MCERA staff also maintain the accounting records for the system's assets and investments.