MEMORANDUM

TO: PARTICIPATING MUNICIPALITIES AND EMPLOYERS

FROM: WARREN D. PONDER, EXECUTIVE DIRECTOR

RE: ELECTION TO BOARD OF TRUSTEES

DATE: OCTOBER 16, 2020

An election will be held between now and December 10, 2020 for the remainder of the term ending in August 2023 as member of the retirement system's Board of Trustees.

Any actively contributing **elected official** of a participating municipality/employer who will have credit in the system for at least six (6) years of service on December 10, 2020, is eligible to run for the seat on the Board.

Candidates for election to the Board may be nominated only by the petition of twenty-five members of the system. A Nomination Petition is enclosed; please make additional copies as necessary. To be valid, each nomination must be completed **in full** and must be received in the retirement system office **NO LATER THAN 4:30 P.M. ON NOVEMBER 9, 2020**. The candidate information form and the signed memorandum of responsibility for board members must be attached to the nomination petition. Any candidate who does not have credit in the system for at least six years of service on December 10, 2020, will be disqualified.

A drawing will be held by the retirement system's Director in the retirement system office at 8:00 A.M. on November 10, 2020, to determine the placement of the names of the qualified candidates on the election ballot.

The ballots will list each qualified candidate, his/her job position/title and employer. No other information other than the candidate questionnaire concerning any candidate will be printed on the ballots or distributed by the retirement system office. Other than a listing of the municipalities that participate in the system and their mailing addresses, the retirement system office will not provide any information concerning the retirement system membership to a candidate.

THE RETIREMENT SYSTEM WILL NOT DISTRIBUTE ANY MATERIAL, INFORMATION, PUBLICITY, RECORD, DESCRIPTION, STATEMENT OR COMMUNICATION OF ANY TYPE ON BEHALF OF OR IN RELATION TO ANY CANDIDATE.

The candidate who receives the majority valid votes will be declared to be the winner of the election and will be administered the oath of office as a member of the Board on December 10, 2020. If there are more than two (2) candidates and no candidate receives a majority, a runoff will be held between the two (2) candidates receiving the highest vote count.

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

NOMINATION PETITION

IN ORDER TO BE VALID, THIS NOMINATION PETITION MUST BE SIGNED BY TWENTY-FIVE MEMBERS OF THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM AND RECEIVED IN THE RETIREMENT SYSTEM OFFICE BY 4:30 P.M. ON NOVEMBER 9, 2020.

*Any actively contributing **elected official** of a participating municipality/employer who will have credit in the system of at least six (6) years of service on December 10, 2020, is eligible to be nominated to run for election to the Board of Trustees.*

Mr. Warren D. Ponder
Executive Director
Municipal Employees' Retirement System of Louisiana
7937 Office Park Boulevard
Baton Rouge, Louisiana 70809

Re: Nomination for election to Board of Trustees

Dear Mr. Ponder:

We, the undersigned twenty-five members of the Municipal Employees' Retirement System of Louisiana, hereby place in nomination for election to the Board of Trustees of the Retirement System the following:

Name (Printed or Typed) _____

SSN (last 4 digits) _____

Employer _____

Job Title/Position _____

Mailing Address _____

City, State, and Zip _____

Area Code and Phone No. _____

1. Member's name (Printed or typed) _____

   Member's SSN (last 4 digits) _____

   Member's employer _____

   Member's signature _____

2. Member's name (Printed or typed) _____

   Member's SSN (last 4 digits) _____

   Member's employer _____

   Member's signature _____

3. Member's name (Printed or typed) _____

   Member's SSN (last 4 digits) _____

   Member's employer _____

   Member's signature _____

4. Member's name (Printed or typed) _____

   Member's SSN (last 4 digits) _____

   Member's employer _____

   Member's signature _____

5. Member's name (Printed or typed) _____

   Member's SSN (last 4 digits) _____

   Member's employer _____

   Member's signature _____

6. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

7. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

8. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

9. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

10. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

11. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

12. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

13. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

14. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

15. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

16. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

17. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

18. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

19. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

20. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

21. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

22. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

23. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

24. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

25. Member's name (Printed or typed) _____

Member's SSN (last 4 digits) _____

Member's employer _____

Member's signature _____

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

CANDIDATE INFORMATION

NAME: _____

ADDRESS: _____

_____

CONTACT INFORMATION

OFFICE: _____

HOME: _____

CELL: _____

EMAIL: _____

EDUCATION: _____

_____

_____

_____

_____

_____

POSITIONS HELD: _____

_____

_____

_____

An electronic version of this form may be requested by calling our office at 225-925-4810 or 800-820-1137.

Memorandum of Responsibility for Board Member

From: Warren D. Ponder, Executive Director
To: Candidate for Board of Trustees
Date: October 16, 2020

Thank you for your offer to participate in the governance of your retirement system. The Municipal Retirement System of Louisiana was established in 1955 by the legislature and the governing authority was placed in the Board of Trustees.

- As a member of the Board, you will be responsible for setting the policies of the system for all members, and be responsible for the proper investment of the system's $ 800 million portfolio.

- Each member of the Board is a fiduciary (R.S. 11:261) and as such you are bound by the "Prudent Man Rule", which means you, as a Board Member, are required "… to act with the care, skill, prudence, and diligence under the circumstances prevailing that a prudent institutional investor acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims." "A fiduciary must discharge his duties within the law solely in the interest of system members and beneficiaries for the exclusive purpose of providing benefits to participants and beneficiaries and paying the expenses of administering the plan." (R.S. 11:264.4) In order for a Board Member to act with care, skill, prudence and diligence the legislature has determined that each member should undergo educational training in four areas which are deemed critical to the operations of the system: "Each year, any member to whom this Section applies shall attend at least eight hours of investment training, four hours of actuarial science information education, two hours of education regarding the laws, rules, and regulations applicable to his system, and two hours of instruction on fiduciary duty and ethics." (R.S. 11:185)

- The Board of Trustees for Municipal Retirement System of Louisiana meets once a month usually the third Thursday (schedule attached). The meetings start at 9:00 a.m. and continue until all of the business is completed. In addition, each Board member attends the LA Public Employees Retirement Systems (LAPERS) conference held in New Orleans during the month of September from Sunday to Tuesday annually.

- According to R.S. 11:185, each member of the Board of Trustees shall attend at least eight (8) hours of investment training, four (4) hours of actuarial science information education, two (2) hours of education regarding the laws, rules, and regulations applicable to his/her system, and two (2) hours of instruction on fiduciary duty and ethics.

- Board members have an awesome responsibility, which at times can become time consuming, and for their time and trouble, the legislature authorizes the system to pay them $75 per day, plus expenses.

I have read and understand the responsibilities of a Trustee for the Municipal Employees' Retirement System of Louisiana.

_____ _____

Signature Date