

MEMORANDUM

TO: Participating Employers

FROM: Maris E. LeBlanc, Executive Director

RE: ELECTION TO BOARD OF TRUSTEES

DATE: April 2, 2025

A seat on the MERS Board of Trustees is open for election. The seat is for a **non-elected official** for a six-year term.

Any actively contributing employee of a participating municipality/employer who will have credit in the system for at least six (6) years of service on Wednesday, May 28, 2025, is eligible to run for this seat on the Board.

Candidates for election to the Board must be nominated by a petition with signatures of at least 25 active members of the system.

A Nomination Petition is enclosed; please make additional copies as necessary. To be valid, each petition must be **completed in full** and must be received in the retirement system office **no later than 4:00 p.m. on Wednesday, May 28, 2025**. The candidate information form, with education, positions held, and reasons for seeking the trustee position, and the signed memorandum of responsibility for board members must be attached to the nomination petition. Persons not meeting the qualifications to run will be disqualified.

The ballot will list each qualified candidate, in alphabetical order. Details from the candidate information form will be included in the ballot mailout.

MERS will not provide mailing addresses of members to candidates. A list of the participating employers in MERS is available on the MERS website, mersla.com.

If only one person qualifies for this open seat that person will be elected without opposition. If more than one candidate qualifies for a seat, an election will be conducted. The candidate who receives the majority of valid votes will be declared the winner of the election. If there are more than two candidates and no candidate receives a majority, a run-off will be held between the two candidates receiving the highest vote count.

Election Schedule 2025

Thursday, May 1, 2025: Nominations Open

Fourth Wednesday in May: Nominations deadline – **May 28, 2025**

Next Day: MERS supplies voter file and candidate information to Election Vendor – **May 29, 2025**

First Friday in July: Ballots mailed; election opens 9am CT – Following Monday due to Independence Day Holiday – **July 7, 2025**

Fourth Friday in July: Election closes 4pm CT – **July 25, 2025**

Monday following Friday up to 4th Working Day After Election Closes: Election Vendor supplies results – **July 28, 2025**

Next Day: MERS confirms if a runoff election is required – **July 29, 2025**

Next Board Meeting: Certify results if no runoff election – **August 28, 2025**

No later than first Friday in August: Runoff ballots mailed; runoff election opens 9am CT – **Before August 8, 2025**

Fourth Friday in August: Runoff election closes 4pm CT – **August 29, 2025**

Monday following Friday up to 4th Working Day After Election Closes: Election Vendor supplies runoff results – **September 2, 2025**

Next Board Meeting: Certify Results – **September 7, 2025**

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA
CANDIDATE INFORMATION**

NAME: _____

ADDRESS: _____

CONTACT INFORMATION

OFFICE: _____

HOME: _____

CELL: _____

EMAIL: _____

THE FOLLOWING WILL BE PUBLISHED WITH THE ELECTION BALLOT

EDUCATION: _____

POSITIONS HELD: _____

REASON(S) FOR SEEKING TRUSTEE POSITION: _____

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: Maris E. LeBlanc, Executive Director
To: Candidate for Board of Trustees
Date: May 1, 2025

Thank you for your offer to participate in the governance of your retirement system. The Municipal Employees' Retirement System of Louisiana (MERS) 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 \$1 billion 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." (R.S. 11:263) "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)
- The Board of Trustees for MERS typically meets in Baton Rouge. A schedule of the 2025 meetings is attached. The meetings start at 9:00 a.m. and continue until all business is completed. In addition, each Board member attends the LA Association of Public Employees Retirement Systems (LAPERS) conference held in New Orleans during the month of September from Sunday to Tuesday annually. Board members are expected to attend meetings.
- According to R.S. 11:185, each member of the Board of Trustees shall annually 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

§1823. Board responsibilities; powers and duties

Each board member shall discharge his fiduciary duties solely in the interest of the system's members and beneficiaries and for the exclusive purpose of providing benefits to the members and their beneficiaries, and defraying reasonable expenses of administering the system, with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man 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. The board shall have the following powers and duties in administering the system:

(1) To formulate and promulgate any and all necessary rules and regulations to facilitate the proper functioning of this system or the administration of any of its funds, provided the same are not inconsistent with the terms of this Chapter. The board shall have full authority to determine all questions of coverage and qualifications as to participation in and receipt of benefits under the system, and shall have the power to construe the provisions of this Chapter, and such questions as determined, or any construction so adopted by the board in good faith shall be binding on all parties and persons concerned. Any discretionary actions to be taken under this system by the board with respect to the classification of the employees, contributions, or benefits shall be uniform in their nature and applicable to all employees similarly situated.

(2) To authorize or suspend the payment of any benefit in accordance with this Chapter.

(3) To prepare and approve prior to the beginning of each fiscal year a budget of operating expenses for such year.

(4) To compel witnesses to attend meetings and to testify upon any necessary matter concerning the system.

(5) To request such information from any member or participating employer as is necessary for the proper operation of the system.

(6) To determine the length of prior service from such information as is available. Any such determination shall be conclusive as to any such period of service unless within one year of the issuance of the service certificate to an employee the board reconsiders the case and changes the determination.

(7) To establish an office or offices with suitable space for meetings of the board and for use of the necessary administrative personnel. All books and records of the system shall be kept in such office or offices or in such other places as the board shall designate for safe keeping.

(8) To appoint an administrative director to manage the office and carry out the technical administrative duties of the system.

(9) To appoint an actuary to perform all the necessary actuarial requirements of the system.

(10) To appoint such investment counsel as, in the opinion of the board, may be required from time to time.

(11) To obtain by employment or by contract such additional actuarial services and such legal services, in addition to that provided by the attorney general, and in such medical, clerical, or other services as is required for the efficient administration of the system.

(12) To determine and fix the rate of compensation to be paid to the administrative director, actuary, investment counsel, auditor, legal or medical counsel, and employees.

(13) To have the accounts of the system audited annually by a certified public accountant.

(14) To submit an annual statement to the authorized agent of each participating employer as soon after the end of each fiscal year as possible. The statement shall include the following:

(a) A balance sheet, showing the financial and actuarial condition of the system as of the end of the fiscal year.

(b) A statement of receipts and disbursements during such year.

(c) A statement showing changes in the various funds of the system during such year, and

(d) Such additional statistics as are deemed necessary for a proper interpretation of the condition of the system.

(15) To submit an individual statement to any participating member upon his reasonable request. The statement shall indicate the amount of creditable service and accumulated contributions to the employee's credit, as of the latest date practicable.

(16) To determine the limitations on the amount of cash to be invested in order to maintain such cash balances as may be deemed advisable to meet current requirements, and invest the available cash within these limits.

(17) To keep in convenient form the data necessary for all required calculations and valuations as required by the actuary.

(18) To keep a permanent record of all the proceedings of the board and such other records as shall be necessary or desirable for administration of the system.

(19) To establish such rules and regulations not inconsistent with the provisions of this Chapter as is necessary or desirable for the efficient administration of the fund, including the time and manner of reporting and making contributions by participating employers.

(20) To appoint committees of three or more trustees to perform such functions as may be directed by the board.

(21) To carry on generally any other reasonable activities, including, without limitation, the making of administrative decisions on participation and coverage, which are necessary for carrying out the intent of the system in accordance with the provisions of this Chapter.

(22) To include in the financial statement submitted to the legislature pursuant to R.S.11:171(A) an itemized schedule of all amounts paid by the system to or on behalf of the system's board members.

(23) To deduct monthly life and health insurance premiums from the benefits payable to any retiree or other beneficiary and to transmit them to the agency to which the premiums are due. The board shall have full authority to formulate and promulgate any and all necessary rules and regulations to facilitate these deductions, including but not limited to requirements for written documentation for deductions.

Acts 1978, No. 788, §1; Redesignated from R.S. 33:7313 by Acts 1991, No. 74, §3, eff. June 25, 1991; Acts 2016, No. 648, §1; Acts 2020, No. 30, §1, eff. June 30, 2020.

MERS
2025 Board Meeting Dates
Meetings will begin at 9:00 a.m.

Thursday, January 23*

* Rescheduled to Thursday, February 6 due to weather closure.

Thursday, February 6

Thursday, March 20

Thursday, May 22

Thursday, June 26

Thursday, August 28

Thursday, October 16

Thursday, December 11

LAPERS Conference in New Orleans September 7-9

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM
OF LOUISIANA**

123456789

NOMINATION PETITION

for a

Non-Elected Official

IN ORDER TO BE VALID, THIS NOMINATION PETITION MUST BE SIGNED BY AT LEAST TWENTY-FIVE (25) ACTIVE MEMBERS OF THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) AND RECEIVED IN THE RETIREMENT SYSTEM OFFICE BY 4:00 P.M. ON May 28, 2025.

A non-elected official who is actively contributing to MERS and has at least six (6) years of service credit is eligible to be nominated to run for election to the Board of Trustees.

The undersigned twenty-five active members of MERS, 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) _____

Municipality/Employer _____

Position _____

Email Address _____

Mailing Address _____

City, State, and Zip _____

Area Code and Phone No. _____

**Return Completed Petition to: MERS
7937 Office Park Blvd
Baton Rouge, LA 70809**

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
