



Board Member Election: Summary of Policy & Key Guidelines

Congratulations on your decision to run in the upcoming election for VCERA's Board of Retirement! Please find VCERA's [Appointment and Election of Trustees Policy](https://vcera.gov/board-retirement-administration/board-governance) on the Board Governance page of our website: <https://vcera.gov/board-retirement-administration/board-governance>

Key policy guidelines and clarification of current practice include:

- **Candidate Age:** The candidate statement may include your age, as is current practice.
- **Candidate Occupation:** The candidate statement may include your occupation, which for active employees shall be their payroll job title or job classification.
- **Candidate Statement of Qualifications:** The candidate statement must be limited to describing your own qualifications and shall refrain from making any false or misleading statements, or from any reference to another candidate.
- **Endorsements:** The candidate statement may include endorsements if written documentation is provided from the endorser with consent to use their name.
- **Grammar/Spelling:** Neither grammar nor spelling will be proofed or changed on the submitted candidate statements.
- **Campaign Rules:** Candidates must abide by the County of Ventura's policies regarding political activities of County officers and employees (see County Administrative Manual, Chapter VI, Policy 7).
 - Campaigning is not allowed during normal working hours (Monday through Friday, 8 a.m. to 5 p.m.).
 - Campaigning is not allowed on County or VCERA property or using County resources at any time of day (for example, using County email for communications or posting flyers in County break rooms).
 - Candidates may not use VCERA's logo, website, or other trademarks in campaign materials.
 - Campaign rule violations may result in discipline by the candidate's employer (for active members), and possible disqualification from the election.
- **Ballot Order:** The order that candidates are listed on the ballot and on the candidate statements sheet shall be determined by a random drawing conducted by VCERA of alphabetical letters compared to the candidates' last names.
 - Multiple letters will be drawn as needed to establish the order (for example, where two candidates both have last names that start with "S").
- **In the event of One Candidate:** If VCERA determines there is only one qualified candidate for a position, no election will be held, and the Board of Supervisors will cast a unanimous ballot in favor of that candidate.

On January 26, 2026, VCERA's Board of Retirement approved temporary policy changes in order to hold expedient elections. Process changes include:

- **Word Count:** The counting of words on the candidate statement shall be a straight word count, where each word counts as one.
- **Withdrawals/Changes:** The withdrawal of a nomination petition or change to a candidate statement is prohibited unless approval for an exception is received from the Retirement Administrator.