

**VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
RETIREMENT BOARD SPECIAL ELECTION CALENDAR  
GENERAL MEMBER VACANCY**

**TERM COMMENCING UPON CERTIFICATION OF ELECTION AND ENDING DECEMBER 31, 2027**

**(Election Date is April 28, 2026)**

<b>February 27 (Fri)</b>	VCERA to email Elections Announcements to General members and distribute to County departments via brown mail.
<b>March 4 (Wed)</b>	VCERA to generate a list of all General members who are eligible to run and vote in the election. VCERA to send voting instructions and member mailing list to Elections at <a href="mailto:Candidate.filing@venturacounty.gov">Candidate.filing@venturacounty.gov</a> to begin formatting.
<b>March 4 (Wed)</b>	Nomination Packets will be available from VCERA's Office at 8:00 a.m. or by email.  An appointment to obtain a packet can be made by contacting VCERA by phone at (805) 339-4261 or by email at <a href="mailto:VCERA.Info@ventura.org">VCERA.Info@ventura.org</a> .
<b>March 18 (Wed)</b>	Nomination Packets must be returned to VCERA by 5:00 p.m.
<b>March 19 (Thurs)</b>	VCERA will conduct random alphabet drawing at 9:00 a.m. to determine order of placement of names on ballot. Email candidate names, ballot designations, and candidate statements to Elections, indicating the random alpha order, by close of business.
<b>March 20 (Fri)</b>	Elections Office to start formatting Ballot and Candidate Statements for VCERA's review.
<b>March 24 (Tue)</b>	Elections Office to send proofs of ballot package (envelopes, inserts/instructions, ballot card, candidate statements) to VCERA for proofreading and approval.
<b>March 26 (Thu)</b>	VCERA to send approval of the proofs for the envelopes, inserts/instructions, ballot card, and candidate statements to the Elections Office.
<b>March 27 through April 1 (Wed)</b>	Elections Office's print vendor produces all materials, and upon receipt, delivers them to the General Services Agency, who prepares the mailing.
<b>April 6 (Mon)</b>	Official ballot packets, with Instructions for Voting and Candidate Statements, to be distributed by U.S. mail to all eligible General members.
<b>April 28 (Tue)</b>	<b>Election Day. Voted ballots must be returned to Elections Office by 5:00 p.m., including mailed ballots.</b>
<b>April 29 (Wed)</b>	Elections Office to begin opening ballot envelopes and tallying votes by 10:00 a.m. A second tally will be performed the next day, and final results and official election certification provided to VCERA by 5:00 p.m.
<b>May 1 (Fri)</b>	VCERA to submit certified election results to the Board of Supervisors to agendize for receive and file. The Elections Office will retain election materials for 6 months, then return them to VCERA.
<b>May 18 (Mon)</b>	Oath of Office to be administered by VCERA at the Board of Retirement meeting.