

Board of Retirement Election Timeline and Information

8/19/2026 Notice to Board of Retirement of the election during regular meeting.

8/19/2029 Notice to Board of Supervisors, non-agenda, informational item only.

8/20/2026 Prepare Notice of Election and Declaration of Candidacy form. Post Notice of Election and Declaration of Candidacy form to MCERA website homepage. Post notice on Xibo lobby display and email COB Support to post in glass case in front of County Administration. Distribute notice by mail to Retired, Safety, and Probation Members, email to active members by requesting Executive Office approval for an all-employee email. Countywide emails are sent to all active membership types. Safety and Probation members cannot be omitted from this email distribution.

9/11/2026 Declaration forms are due by 5:00 pm. (No election held if only one unopposed candidate for each vacant seat.)

9/14/2026 thru 9/18/2026 Draft ballot if election is to be held. Submit mailing list, ballot, and return envelope to Express It for printing and mailing. Return envelopes identify membership type and require member signature. Allow at least two weeks for ballots to be delivered to members and at least two weeks after delivery window for return of ballots.

11/13/2026 Ballots are due by 5:00 pm.

11/16/2026 Election to be held at 9:00 am in retirement office. Staff conducts tally of vote which should be open to the public. Notify candidates of election results. Post election results to MCERA website and Xibo lobby display. Email results to COB Support and ask them to post in glass case. Executive Director to schedule new trustee orientation on a later date.

11/23/2026 Agenda summary to the Board of Supervisors certifying election results or request no election to be held and cast a unanimous ballot in favor of unopposed candidates per GC 31523. If only one candidate, the request to cast a unanimous ballot can be completed sooner.

12/15/2026 Certification of election results to the Board of Supervisors (BOS Meeting Date). Prepare Oath of Office document.

12/16/2026 Conduct swearing in (Oath of Office) at start of the December board meeting.