

Louisiana Sheriffs' Pension & Relief Fund

1225 Nicholson Drive • Baton Rouge, Louisiana 70802
Phone: (225) 219-0500 • (800) 586-9049 • FAX: (225) 219-0521
www.lsprf.com



TO: Sheriffs, Liaisons, and Active Deputy Representatives

FROM: Ashley J. Pridgen
Executive Assistant/Membership Supervisor
Supervisor of Deputy Elections

DATE: December 19, 2008

SUBJECT: Election of Active Deputy Sheriff Representatives

Please be advised that active deputies are represented on the Board of Trustees of the Louisiana Sheriffs' Pension Fund by voting deputy members selected in an independent election process. We would greatly appreciate your assistance in conducting an election in your parish to provide this valuable representation to our members. Elections for parish representatives are conducted every four years. **The process begins with distribution of a qualifying form to all eligible deputies. A copy of the form is enclosed. Please make a copy for each eligible deputy, and distribute the copies, possibly in their paychecks. To be eligible a deputy must be a full-time, active (not pending) member of the Pension Fund. Current deputy representatives are eligible for re-election. We suggest that you give your deputies two weeks to return the qualifying forms. Once you receive the completed qualifying forms, compile the names and make and distribute a ballot for the election.**

Upon completion of parish elections, our office will facilitate a meeting at the Pension office of deputies elected as parish representatives to meet in eight separate districts in order to elect District Committee members from among themselves. District Committee members then meet to elect members from the District Committee to fill expiring or vacant terms for deputies serving as voting members of the Board of Trustees.

If no one qualifies to run, your parish will not have a parish representative. If you have more than two deputies running, the one who receives the most votes will win. No run-off is necessary if one deputy does not receive a majority of the votes. After you conduct the election, **please send us (1) a letter from the Sheriff stating the name of your parish representative and (2) the deputy's qualifying form. We need these by January 30, 2009 to be able to set District Deputy elections. Please note, only district representatives are eligible to be a candidate for election as a voting member of the Board of Trustees.**

In the best interest of our members, and in order to ensure that voting members of the Board of Trustees understand and are willing to accept the responsibilities and duties of serving and representing you on the Board, LSPRF law now provides advance training requirements. (Please see the attached training requirements) In order to be eligible to be a candidate for election as a voting member of the Board of Trustees, all candidates, including active and retired sheriffs and active and retired deputy District Committee members, must attend 8 hours of training prior to election. These are informational only sessions with no test or passing requirements.

Please place a copy of this letter with the qualifying forms in order to provide potential candidates with information about the seminar and elections. We sincerely appreciate your assistance in providing this important representation.

On behalf of the staff, we take this opportunity to extend our sincere best wishes to you and your families for a holy, joyous and peaceful Christmas and holiday season. As always, please advise if we can be of assistance at any time. Thank you.

Please see the enclosures.

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ELIGIBILITY LEGISLATIVE REQUIREMENTS FOR BOARD ELECTION CANDIDATES

For those interested in qualifying to run for a position on the Board of Trustees, Louisiana law specifies as follows:

- All candidates for service on the board of trustees shall have completed the following educational requirements prior to participating in the election or appointment process, as the case may be, in order to serve as a trustee for the fund:
 - a) Two hours of education relative to the law, rules, and regulations applicable to the fund, including information regarding the funding of the system.
 - (b) One hour of fiduciary duty and ethics education.
 - (c) One hour of education relative to actuarial science and information.
 - (d) Four hours of professional development in investment strategies.

Training sessions for this upcoming election will be conducted on the following dates:

- January 14, 2009 from 9:30 AM until 3:00 PM
- January 15, 2009 from 9:30 AM until 3:00 PM

Please note that both sessions must be completed to meet the requirements. Lunch on site will be provided both days, and the LSA and LSPRF will host dinner on the evening of January 14th. *Travel and lodging expenses are not provided.* A second seminar will be planned in February, for those deputy district representatives and other interested members unable to attend the January seminar.

To assist us in providing for meals and other requirements, please make reservations to attend the sessions by calling Ashley Pridgen or Roselyn Pitarro at 800 586-9049 or 225 219-0500.

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LA SHERIFFS' PENSION & RELIEF FUND ELECTION OF ACTIVE DEPUTY SHERIFF MEMBERS (PARISH, DISTRICT, BOARD OF TRUSTEES)

I certify that I am an active, full-time deputy sheriff employed by the _____ Parish Sheriff's Office, and I am an active (not pending status), contributing member of the Sheriffs' Pension Fund. By signing this statement I am indicating my intention to be a candidate for election of deputy parish representative from among the active deputies of my parish. I understand that if I am elected, and if there is an active district representative vacancy, I will meet with the other parish representatives from my district to elect a district representative. The district representatives will then elect an active deputy sheriff member from among themselves to serve on the Board of Trustees of the Sheriffs' Pension Fund.

I have read the list of educational requirements for eligibility to be a candidate for election to the Board of Trustees. If elected to the Board, I will make every effort to fulfill my fiduciary duties and responsibilities, including those of an educational nature.

_____ If I am elected as my parish's representative, I give permission to the Pension Fund office to provide my name, address, and telephone number, if requested, to representatives elected by the other parishes.

_____ I do not give my permission.

Active deputy name

Social Security number

Street address

City, State, Zip

Daytime telephone number