



Spring 2016 Election

Group Benefits Policy and Planning Board

Regular elections for six-year terms of office (through June 30, 2022) one seat, representing:

- Retired state employees

Regular elections for unexpired portion of a six-year term of office (through June 30, 2020) one seat, representing:

- Retired teachers and other retired school employees

This election packet contains:

- Election schedule
- Election rules and procedures
- Candidate instructions

*For additional information, contact:
Office of Group Benefits – Communications Section
(225) 342- 1243
www.groupbenefits.org*



Election Schedule

Spring 2016

- | | |
|-------------|---|
| January 13 | Call for nominations sent out by OGB |
| February 10 | Nomination Deadline – All candidate information must be received in the office of OGB’s CEO by 4:30 p.m., central time |
| February 17 | Drawing held at OGB office in Baton Rouge at 9 a.m. to determine candidate positions on ballot for each election; candidates can be present |
| March 1 | Ballots mailed — eligible voters can vote by mail, by telephone or online via the internet; faxed ballots will not be accepted |
| April 13 | Voting ends at 4:30 p.m., central time |



Election Rules and Procedures

Group Benefits Policy and Planning Board

1. Each candidate for the Group Benefits Policy and Planning Board must be enrolled in an OGB health plan as of February in the year in which the election occurs. Each board member must continue participation in an OGB health plan during his or her term on the board.
2. Each candidate must be one of the group of employees he or she will represent.
3. In addition, each candidate for a seat representing retirees shall have been continuous full-time employees for a minimum of five years as a state employee or as a teacher or other school employee, respectively.
4. Each candidate must submit the following information to OGB:
 - a. Verification of required experience (such as a Civil Service history printout signed by the human resource manager at the agency or agencies where the candidate is or was employed); and
 - b. A completed nomination form that shows the election date and the seat for which he or she is a candidate and contains signatures of endorsement from at least 25 OGB plan members (employees represented by the seat who are eligible to vote in the election), including the final four digits of each person's Social Security number.
5. Each candidate should also submit information to appear on the ballot about his or her qualifications and platform and a photo, if desired, in accordance with the requirements listed on the sample ballot information page of this packet.
6. All candidate information must be received in the office of OGB's chief executive officer **no later than 4:30 p.m. on February 10, 2016**. Information can be submitted by mail (addressed to OGB Chief Executive Officer, P. O. Box 44036, Baton Rouge, LA 70804) or delivered to OGB's office in Baton Rouge (located at 1201 N. Third St., Suite G-159).
7. OGB will verify that at least 25 plan members who signed each candidate's nomination form are eligible to vote in the election. OGB strongly advises candidates to obtain more than 25 endorsements in case one or more are not eligible.

8. OGB will conduct a drawing to determine candidates' positions on the ballot for each election at OGB's Baton Rouge office on February 17, 2016 at 9 a.m. Candidates can attend but are not required to do so.
9. OGB will send out ballots and candidate information on March 1, 2016, with voting instructions. Eligible plan members can vote by mail ballot, electronically through the Internet, or by telephone. Faxed ballots will not be accepted. Voting must be completed **by April 13, 2016.**
10. After receiving the vote count, the OGB chief executive officer will certify the results to the Senate and notify the election winners and the Secretary of State, enabling new board members to be sworn in and take office.



Candidate Information for Ballot

Group Benefits Policy and Planning Board

- Each candidate's qualifications and platform must be submitted on a single sheet of paper.
- Photos can be submitted in color or black-and-white as high-resolution electronic images in JPEG (.jpg) format at 300 ppi or as printed photographs.
- Each candidate's information and photo must fit in a space no larger than 2.25 inches tall and 7.5 inches wide.

SAMPLE CANDIDATE BALLOT INFORMATION

John Deaux, HR Director of Department of ABCDEFG



Qualifications:

- 20 years of experience as human resources director
- Served as board representative for two years
- B.A. and M.B.A in public administration - Tulane University

Platform:

- Maintain low rates for all OGB participants
- Set uniform insurance policies
- Protect financial security of system

CANDIDATE INFORMATION AND PHOTO
MUST FIT WITHIN THIS SPACE (DASHED LINES)

(2-1/4" x 7-1/2")