

**MEMORANDUM**

TO: Participating Employers  
FROM: Maris E. LeBlanc, Executive Director  
RE: MERS BOARD OF TRUSTEES ELECTION  
DATE: May 1, 2024 – AMENDED MAY 3, 2024

**Three seats** on the MERS Board of Trustees are open for election. The seat for a **non-elected official** is for a full six-year term. One **elected official** seat is for a five-year partial term. One **elected official** seat is for a four-year partial term.

Any actively contributing **non-elected official** of a participating municipality/employer who will have credit in the system for at least six (6) years of service on May 22, 2024, is eligible to run for this full six-year term on the Board.

Any actively contributing **elected official** of a participating municipality/employer who will have credit in the system for at least six (6) years of service on May 22, 2024, is eligible to run for either of partial terms on the Board. An elected official may continue to hold an elected official trustee seat only while remaining in office.

Candidates for election to the Board must be nominated by a petition with signatures of at least 25 active members of the system.

A Nomination Petition is enclosed; please make additional copies as necessary. To be valid, each petition must be completed **in full** and must be received in the retirement system office **no later than 4:00 p.m. on May 22, 2024**. The candidate information form, with education, positions held, and reasons for seeking the trustee position, and the signed memorandum of responsibility for board members must be attached to the nomination petition. Persons not meeting the qualifications to run will be disqualified.

The ballot will list each qualified candidate, in alphabetical order. Details from the candidate information form will be included in the ballot mailout.

MERS will not provide mailing addresses of members to candidates. A list of the participating employers in MERS is available on the MERS website, [mersla.com](http://mersla.com).

If only one person qualifies for an open seat that person will be elected without opposition. If more than one candidate qualifies for a seat, an election will be conducted. The candidate who receives the majority of valid votes will be declared the winner of the election. If there are more than two candidates and no candidate receives a majority, a run-off will be held between the two candidates receiving the highest vote count.

# Memorandum of Responsibility for Board Member

From: Maris E. LeBlanc, Executive Director

To: Candidate for Board of Trustees

Date: May 1, 2024

Thank you for your offer to participate in the governance of your retirement system. The Municipal Employees' Retirement System of Louisiana (MERS) was established in 1955 by the legislature and the governing authority was placed in the Board of Trustees.

- As a member of the Board, you will be responsible for setting the policies of the system for all members and be responsible for the proper investment of the system's \$1 billion portfolio.
- Each member of the Board is a fiduciary (R.S. 11:261) and as such you are bound by the "Prudent Man Rule", which means you, as a Board Member, are required "... to act with the care, skill, prudence, and diligence under the circumstances prevailing that a prudent institutional investor acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims." (R.S. 11:263) "A fiduciary must discharge his duties within the law solely in the interest of system members and beneficiaries for the exclusive purpose of providing benefits to participants and beneficiaries and paying the expenses of administering the plan." (R.S. 11:264.4)
- The Board of Trustees for MERS typically meets in Baton Rouge. A schedule of the 2024 meetings is attached. The meetings start at 9:00 a.m. and continue until all business is completed. In addition, each Board member attends the LA Association of Public Employees Retirement Systems (LAPERS) conference held in New Orleans during the month of September from Sunday to Tuesday annually. Board members are expected to attend meetings.
- According to R.S. 11:185, each member of the Board of Trustees shall annually attend at least eight (8) hours of investment training, four (4) hours of actuarial science information education, two (2) hours of education regarding the laws, rules, and regulations applicable to his/her system, and two (2) hours of instruction on fiduciary duty and ethics.
- Board members have an awesome responsibility, which at times can become time consuming, and for their time and trouble, the legislature authorizes the system to pay them \$75 per day, plus expenses.

I have read and understand the responsibilities of a Trustee for the Municipal Employees' Retirement System of Louisiana.

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Signature

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Date

MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA  
CANDIDATE INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CONTACT INFORMATION

OFFICE: \_\_\_\_\_

HOME: \_\_\_\_\_

CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

THE FOLLOWING WILL BE PUBLISHED WITH THE ELECTION BALLOT

EDUCATION: \_\_\_\_\_

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POSITIONS HELD: \_\_\_\_\_

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REASON(S) FOR SEEKING TRUSTEE POSITION: \_\_\_\_\_

\_\_\_\_\_

**MERS**  
**2024 Board Meeting Dates**

Meetings will begin at 9:00 a.m. unless otherwise stated.

January 25, 2024 (Canceled)

March 21, 2024\*

April 18, 2024

May 16, 2024

June 20, 2024\*

August 15, 2024\*

October 17, 2024

December 12, 2024\*

\*=Meketa Attending Meeting

LAPERS Conference September 8-10, New Orleans

**MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM  
OF LOUISIANA**

**NOMINATION PETITION**

for an

**Elected Official**

**IN ORDER TO BE VALID, THIS NOMINATION PETITION MUST BE SIGNED BY AT LEAST TWENTY-FIVE (25) ACTIVE MEMBERS OF THE MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM (MERS) AND RECEIVED IN THE RETIREMENT SYSTEM OFFICE BY 4:00 P.M. ON May 22, 2024.**

*An elected official who is actively contributing to MERS and has at least six (6) years of service credit is eligible to be nominated to run for election to the Board of Trustees.*

The undersigned twenty-five active members of MERS, hereby place in nomination for election to the Board of Trustees of the Retirement System the following:

Name (Printed or Typed) \_\_\_\_\_

SSN (last 4 digits) \_\_\_\_\_

Municipality/Employer \_\_\_\_\_

Position \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Area Code and Phone No. \_\_\_\_\_

**Please check one:**

I am seeking  four-year partial term  
 five-year partial term

**Return Completed Petition to: MERS  
7937 Office Park Blvd  
Baton Rouge, LA 70809**

1. Member's name (Printed or typed) \_\_\_\_\_  
Member's SSN (last 4 digits) \_\_\_\_\_  
Member's employer \_\_\_\_\_  
Member's signature \_\_\_\_\_
  
2. Member's name (Printed or typed) \_\_\_\_\_  
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Member's employer \_\_\_\_\_  
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# MUNICIPAL EMPLOYEES' RETIREMENT SYSTEM OF LOUISIANA

## NOMINATION PETITION

for a

### Non-Elected Official

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SSN (last 4 digits) \_\_\_\_\_

Municipality/Employer \_\_\_\_\_

Position \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_

Area Code and Phone No. \_\_\_\_\_

**Return Completed Petition to: MERS  
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