

MEMORANDUM

TO: Partner Employers
Department Heads
Labor Organizations
Retiree Associations
Interested Parties

FROM: Catherine Dodd, PhD, RN, Health Service System Director

DATE: January 15, 2010

SUBJECT: NOTICE TO ANNOUNCE HEALTH SERVICE BOARD ELECTION

A Health Service Board seat will become vacant on May 15, 2010, at the end of the term of one of the four elected members.

Pursuant to the Charter and Sections 16.550-16.554 of the San Francisco Administrative Code, whenever the term of office of an elected member expires, an election must be held to fill the vacancy.

The Health Service Board announced this vacancy at its January 14, 2010, meeting. The Department of Elections shall conduct the election from Friday, May 14, 2010 through Friday, May 28, 2010.

For your information and use, an election notice and schedule are attached. Please post this notice in a conspicuous location, so that all employees and retirees may be on notice of the forthcoming election. If the notice receives widespread distribution, then our employees and retirees will be encouraged to participate.

Please make additional copies to ensure posting in all departmental worksites.

Please note that the period for nominations is from Friday, January 15, 2010 through Monday, February 15, 2010.

We appreciate your cooperation and assistance.

Attachments

NOTICE

PLEASE POST

PLEASE POST

HEALTH SERVICE BOARD ELECTION

To all active and retired members of the Health Service System of the City and County, Community College District or Unified School District, and to all qualified surviving spouses and qualified surviving domestic partners:

The term of one of the four (4) elected members of the Health Service Board will expire on May 15, 2010. In accordance with Section 12.200 of the Charter and Administrative Code Sections 16.550-16.564, an election will be held to fill the vacancy.

WHO IS ELIGIBLE TO RUN FOR ELECTION

There are several categories of individuals who are eligible to run for the seat on the Health Service Board. First, any active or retired employee, who is enrolled in a health plan of the Health Service System, is eligible to run. (Individuals who are not members of the Health Service System, including those who are in a non-covered (exempt) status, are not eligible candidates.)

Second, any qualified surviving spouse or qualified surviving domestic partner of any active or retired employee is eligible to run for the seat on the Health Service Board. To be a "qualified surviving spouse" or "qualified surviving domestic partner," an individual: (a) must be enrolled in a health plan of the Health Service System; and (b) must have been married or in a domestic partnership (established pursuant to Administrative Code Sections 62.1 - 62.9), for at least one year prior to the death of his or her spouse or domestic partner. The now-deceased active or retired employee must have been enrolled in a health plan of the Health Service System at some point during his or her active employment.

NOMINATIONS JANUARY 15 TO FEBRUARY 15, 2010

All candidates for membership on the Health Service Board must be nominated in writing by at least twenty (20) individuals who themselves would be eligible to run for the seat on the Health Service Board. That means that each of the twenty (20) nominating sponsors must be enrolled in a health plan of the Health Service System and must be an active employee, retired employee, qualified surviving spouse or qualified surviving domestic partner. (Once again, individuals who are not members of the Health Service System, including those who are in a non-covered (exempt) status, are not eligible.) Although only twenty (20) nominating sponsors are required for each candidate, additional sponsors may be submitted in the event that certain sponsors are later determined to be ineligible.

All nominations must be on an official nomination form. Nomination forms and written acceptances must be received by the Health Service System no later than 5:00 p.m. on February 15, 2010. Additional nomination forms may be obtained by contacting Laini Scott at the Health Service System, 1145 Market Street, Second Floor, or at (415) 554-1727. After the Health Service System verifies the eligibility of each nominee and each of his or her sponsors and no later than 5:00 p.m. on February 15, 2010, the Health Service System will send all completed nomination forms to the Department of Elections.

WHO IS ELIGIBLE TO VOTE

All active employees, retired employees, qualified surviving spouses and qualified surviving domestic partners who are enrolled in a health plan of the Health Service System on March 12, 2010 are eligible to vote. Individuals who are not in the Health Service System, including those who are in a non-covered (exempt) status, are not eligible to vote.

ELECTION MAY 14 TO MAY 28, 2010

No later than Tuesday, May 4, 2010, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope by U.S. mail addressed to each active employee member as well as mail an envelope to each retired employee member, qualified surviving spouse member and qualified surviving domestic partner member. Each envelope will contain a ballot with instructions printed thereon and a ballot return envelope. Each member votes in accordance with the instructions, placing the voted ballot inside the return ballot envelope, sealing and signing the return ballot envelope. Failure to sign the exterior of the return envelope invalidates the ballot. If a voter loses or spoils their official ballot, a second ballot may be issued by contacting the Department of Elections. Any eligible voter who fails to receive a ballot may appear in person at the Department of Elections' office no later than 5:00 p.m. on May 28, 2010. Upon executing an affidavit of non-receipt of ballot, he or she will be furnished a ballot and allowed to vote. Any voting packet that cannot be delivered by the departmental office must be returned to the Department of Elections.

DELIVERY OF VOTED BALLOTS

The voted ballot must be received by the Department of Elections no later than 5:00 p.m., Friday, May 28, 2010. Voted ballots may be delivered via:

1. Your Departmental Election Officer
2. U.S. Postal Service (sufficient postage required)
3. Personally to the Department of Elections

The Department of Elections is located at City Hall, Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California 94102.

PROCESSING AND COUNTING THE VOTES

Beginning at 8:00 a.m., June 1, 2010, in the office of the Department of Elections, City Hall, One Dr. Carlton B. Goodlett Place, Room 48, San Francisco, California, the sealed envelopes containing the ballots will be opened in the presence of witnesses and ballots canvassed publicly in a such manner that the identity of the individual casting any ballot will not be disclosed. Each ballot shall be counted so long as it has been properly marked, signed and delivered.

The Department of Elections shall certify to the Health Service Board that the individual receiving the highest number of votes has been elected. The individual certified will assume his or her place on the Health Service Board on June 10, 2010 for the term of office ending May 15, 2015.

NOMINATION OF MEMBER FOR HEALTH SERVICE BOARD

WE, the undersigned members of the Health Service System, each of whom is an active or retired employee or a qualified surviving spouse or qualified surviving domestic partner of an active or retired employee, hereby nominate:

NAME: (Print) _____, DESIGNATE DEPARTMENT OF EMPLOYMENT OR INDICATE STATUS AS RETIRED/QUALIFIED SURVIVING SPOUSE OR DOMESTIC PARTNER _____, as a member of the Health Service Board for the term commencing June 10, 2010 and ending May 15, 2015.

In witness thereof we have hereunto signed our names. For those of us who are active employees, we have provided our respective departments of employment, and for those of us who are retired employees, qualified surviving spouses or qualified surviving domestic partners, we have indicated that status.

NOTE:

1. Nominations must be filed with the Health Service System no later than 5:00 p.m. Monday, February 15, 2010.
2. Twenty valid signatures are required (Twenty-five (25) spaces are provided on the back in the event some signatures may be disqualified.)
3. The member's Social Security Number must be entered. Entering the **last six-digits** is also acceptable. Please print legibly since Health Service System staff must verify the person signing is a member of the Health Service System.

SPONSOR PAGE - HEALTH SERVICE BOARD ELECTION

Printed Name	Signature	Social Security Number	Department/Retired/ Qualified Surviving Spouse or Domestic Partner
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____
21.	_____	_____	_____
22.	_____	_____	_____
23.	_____	_____	_____
24.	_____	_____	_____
25.	_____	_____	_____

ACCEPTANCE OF NOMINEE

I hereby accept the foregoing nomination for Member of the Health Service Board and agree to serve as a Member of that Board if elected.

ACCEPTANCE BY NOMINEE:

I, _____, hereby accept the foregoing nomination for Health Service Board and if elected, agree to serve.
(Print Name)

Signed: _____ Dated: _____

Department/Retired/Qualified Surviving Spouse or Domestic Partner: _____

Candidate name, address and contact info (telephone number/e-mail):

Schedule for May 2010 Health Service Board Election

The following Health Service Board Election procedures are in compliance with Administrative Code Sections 16.550 – 16.554

SCHEDULE DATE	PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS	ORDINANCE DEADLINES
January 14, 2010	Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates	
January 14, 2010	Health Service Board notifies the Department of Elections that an election is to be held, specifying the first and last dates for voting	120 days prior to the first day of voting
January 15, 2010 thru Feb. 15, 2010	Nomination period for candidates	Not less than 31 days
Feb. 12, 2010	Department of Elections requests that department heads designate department Election Officers	90 days prior to the first day of voting
Feb. 18, 2010	Deadline for Health Service System to provide completed nomination forms to Department of Elections	
Feb. 22, 2010 2:00 P.M.	Candidate orientation session conducted by Department of Elections	
March 15, 2010	Department Heads notify Department of Elections of Departmental Election Officers	60 days prior to the first day of voting
March 26, 2010	Deadline for Candidate Statements to be filed with the Department of Elections (no later than 12 p.m.)	
April 9, 2010	Health Service System provides Department of Elections with the names of the eligible nominees. Also, the active and retired member names and addresses in the format requested by the Department of Elections	35 days prior to the first day of voting
April 22, 2010	Department of Elections sends written instructions to departments on election procedures	21 days prior to the first day of voting
April 30, 2010	Health Service System furnishes Department of Elections with a supplemental list of both active and retired eligible voters	
May 4, 2010	Department of Elections will mail ballots to all eligible active and retired voter members	10 days prior to the first day of voting
May 14, 2010 thru May 28, 2010	Official election dates (set by the Health Service Board)	Date chosen for the filling of completed board term or to hold a special election
June 10, 2010	Elected member is eligible to take seat on Health Service Board for full five-year term	14 days after the close of voting