

[2009 Health Service Board Election]

**Resolution ordering the 2009 Health Service Board election; setting dates for the election; authorizing Health Service System staff to initiate the election; and authorizing staff to proceed with the election.**

WHEREAS, The Health Service System ("HSS") is governed by a seven-member Health Service Board ("Board"), which is made up of appointed members, ex officio members and members elected from the active and retired members of the System;

WHEREAS, Pursuant to such Charter Section, the five-year term of one of the members of the Board will expire on May 15, 2009, and the Director of Elections is required to conduct an election (the "2009 Election") to fill the resulting vacancy pursuant to Sections 16.550 through 16.564 of the Administrative Code; and

WHEREAS, The San Francisco Administrative Code section 16.550 *et seq.* requires the Board to order any necessary election, specify the dates for nominations and marking and delivery of ballots, and notify the Director of Elections;

WHEREAS, The Administrative Code further requires the Director of Elections to conduct the election according to the procedures set forth in the Administrative Code; and

WHEREAS, The Administrative Code further requires the Board to notify HSS members of (i) the necessity for an election; (ii) the procedure for nomination and selection of candidates to service on the Board; and (iii) the dates that ballots may be marked and delivered and the procedure for voting; and

WHEREAS, HSS staff has prepared for transmittal to the Department of Elections a written notice of the 2009 Election in the form of Exhibit A attached hereto and made a part hereof (the "2009 DOE Notice"); and

1           WHEREAS, In order to provide the required notice to HSS members, HSS staff has  
2 prepared the following notices, copies of which are attached hereto as Exhibit B: (i) Notice to  
3 Announce Health Service Board Election; (ii) Notice of Health Service Board Election; (iii)  
4 Schedule for May 2009 Health Service Board Election; and (iv) Nomination of Member for  
5 Health Service Board; and

6           WHEREAS, The Board desires to approve the attached notices to the Director of  
7 Elections and the HSS members, and to authorize HSS staff to issue such notices and  
8 proceed with the 2009 election as set forth in the attached Exhibits A and B and according to  
9 all applicable procedures in the Charter and the Administrative Code; now, therefore, be it

10          RESOLVED, That an election be held to fill the seat newly designated as an elected  
11 seat effective May 15, 2009; and, be it

12          FURTHER RESOLVED, That the 2009 election be conducted by the Director of  
13 Elections; and, be it

14          FURTHER RESOLVED, That nominations may be made from January 9, 2009 through  
15 February 9, 2009; inclusive; and, be it

16          FURTHER RESOLVED, That ballots may be marked and delivered from Friday, May 8,  
17 2009 through Friday, May 22, 2009, inclusive; and, be it

18          FURTHER RESOLVED, That the Board hereby approves the notices attached as  
19 Exhibits A and B to the Director of Elections and the HSS members, and authorizes HSS staff  
20 to issue such notices and proceed with the 2009 election as set forth in those notices and  
21 according to all applicable procedures in the Charter and the Administrative Code.

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CERTIFICATION

*I hereby certify that I perform the functions of the Secretary of the Health Service Board, and the above Resolution was duly adopted and approved by the Health Service Board at a properly noticed meeting on January 8, 2009.*

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Laini K. Scott

**EXHIBIT A**

**2009 DOE Notice**

HAND DELIVERED

January 8, 2009

Mr. John Arntz  
Director  
Department of Elections  
1 Dr. Carlton B. Goodlett Place  
Room 48  
San Francisco, CA 94102

Re: Notice of Health Service Board Election

Dear Mr. Arntz:

Pursuant to Sections 16.551, 16.552 and 16.554 of the San Francisco Administrative Code, I am hereby notifying you, at least 120 days prior to the first voting day, that the Department of Elections shall conduct an election on behalf of the Health Service Board (the "Board") from Friday, May 8, 2008 through May 22, 2009, inclusive. This election will fill the vacancy created on May 15, 2009, by the expiration of the term of one of the four elected members of the Board.

We look forward to working with you and your department. If you have any questions, please feel free to call me at (415) 554-1703 or HSS Chief Operating Officer, Marianne Lonsdale at (415) 554-0606.

Very truly yours,

Bart Duncan  
Director

cc: Scott Heldfond, President, Health Service Board  
Marianne Lonsdale, HSS Chief Operating Officer

**EXHIBIT B**

**2009 Member Notice**

## MEMORANDUM

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

FROM: Bart Duncan, Health Service System Director

DATE: January 8, 2009

SUBJECT: NOTICE TO ANNOUNCE HEALTH SERVICE BOARD ELECTION

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A Health Service Board seat will become vacant on May 15, 2009, 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 8, 2009, meeting. The Department of Elections shall conduct the election from Friday, May 8, 2009 through Friday, May 22, 2009.

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.

We have provided you with multiple copies of the notice. Please make additional copies to ensure posting in all departmental worksites.

**Please note that the period for nominations is from Friday, January 9, 2009 through Monday, February 9, 2009.**

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, 2009. 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 9 TO FEBRUARY 9, 2009

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 9, 2009. 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 9, 2009, 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 13, 2009 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 8 TO MAY 22, 2009

No later than Tuesday, April 28, 2009, the Department of Elections will prepare ballots and voting packets for delivery. The Department of Elections will send an envelope addressed to each active employee member in care of his or her department as well as send an envelope to each retired employee member, qualified surviving spouse member and qualified surviving domestic partner member through the U.S. mail. 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 15, 2009. 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 22, 2009. 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., May 26, 2009, 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 11, 2009 for the term of office ending May 15, 2014.

## Schedule for May 2009 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 8, 2009	Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates	
January 8, 2009	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 9, 2009 thru Feb. 9, 2009	Nomination period for candidates	Not less than 31 days
Feb. 6, 2009	Department of Elections requests that department heads designate department Election Officers	90 days prior to the first day of voting
Feb. 11, 2009	Deadline for Health Service System to provide completed nomination forms to Department of Elections	
Feb. 13, 2009 (tentative)	Candidate orientation session conducted by Department of Elections	
March 9, 2009	Department Heads notify Department of Elections of Departmental Election Officers	60 days prior to the first day of voting
March 13, 2009	Deadline for Candidate Statements to be filed with the Department of Elections (no later than 12 p.m.)	
April 3, 2009	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 17, 2009	Department of Elections sends written instructions to departments on election procedures	21 days prior to the first day of voting
April 27, 2009	Health Service System furnishes Department of Elections with a supplemental list of both active and retired eligible voters	
April 28, 2009	Department of Elections will mail ballots to all eligible retired voter members and will distribute ballots inter-departmentally to all eligible active voter members	10 days prior to the first day of voting
May 8, 2009 thru May 22, 2009	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 11, 2009	Elected member is eligible to take seat on Health Service Board for full five-year term	14 days after the close of voting

## 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 11, 2009 and ending May 15, 2014.

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 9, 2009.
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. 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.	_____	_____	_____
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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 (Print Name)

and if elected, agree to serve.

Signed: \_\_\_\_\_ Dated \_\_\_\_\_

Department/Retired/Qualified Surviving Spouse or Domestic Partner: \_\_\_\_\_