

# NOTICE

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## 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, 2011. 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 14 TO FEBRUARY 14, 2011

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 14, 2011. 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 14, 2011, 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, 2011 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 13 TO MAY 27, 2011

No later than Tuesday, May 3, 2011, 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 27, 2011. 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 27, 2011. 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 31, 2011, 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 9, 2011 for the term of office ending May 15, 2014.