

**SAN FRANCISCO
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

Schedule for May 2025 Health Service Board Election

The following Health Service Board Election procedures comply with Administrative Code Sections 16.550 – 16.565

SCHEDULE DATE	PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS	ORDINANCE DEADLINES
Thursday, January 9, 2025	Health Service Board declares vacancy of one seat with term expiration dates effective May 15, 2025. The Health Service Board adopts a resolution authorizing election for one seat and specific dates during which ballots may be marked and when the election is to be held.	
Thursday, January 9, 2025	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	Admin Code §16.554 At least 120 days prior to the first day of voting
Friday, January 10, 2025 thru Friday, February 14, 2025 (5 Weeks)	Nomination period for Health Service Board candidates. Health Service Board notifies members of the reason for the election, procedures for nomination and selection of candidates, and voting dates.	Admin Code §16.553 Not less than 31 days
Friday, February 14, 2025	Department of Elections requests that Department Heads designate departmental Election Officers.	Admin Code §16.555 At least 90 days prior to the first day of voting
Friday, February 21, 2025	Deadline for San Francisco Health Service System (SFHSS) to provide completed nomination forms to the Department of Elections by 5 p.m.	
Thursday, March 6, 2025	Candidates' Orientation Session conducted by the Department of Elections and Deputy City Attorney at the offices of the Department of Elections.	2:00 p.m. – 3:30 p.m.
Monday, March 17, 2025	Department Heads notify the Department of Elections of departmental Election Officers.	Admin Code §16.555 60 days prior to the first day of voting
Thursday, April 10, 2025	Deadline for Candidates' Statements to be filed with the Department of Elections and Candidates' Statements of Economic Interest (Form 700) provided to SFHSS for filing with the Ethics Commission.	Admin Code §16.553-1 and 2 No later than 12:00 p.m.
Friday, April 11, 2025	SFHSS provides the Department of Elections with the names of eligible nominees. SFHSS voter file containing active and retired members' names and addresses to be sent to the Department of Elections in the requested format.	Admin Code §16.557 35 days prior to the first day of voting

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Friday, April 11, 2025	Department of Elections allows Candidates to review and correct typeset Statements.	No later than 5:00 p.m.
Monday, April 14, 2025	Department of Elections selects the order of Candidates' names on the ballot by random drawing.	12:00 p.m.
Friday, April 25, 2025	The Department of Elections sends written instructions to departments to Election Officer informing such office of dates on which ballots will be distributed and collected and the procedure to be followed for their distribution and collection.	Admin Code §16.556 At least 21 days prior to the first day of voting
Tuesday, May 6, 2025	Department of Elections will mail ballots to all eligible active and retired voter members.	Admin Code §16.560 At least 10 days prior to the first day of voting
Tuesday, May 13, 2025	SFHSS provides a supplemental list to the Department of Elections or Contractor within two days of the First Voting Day, which list shall provide the names of eligible voters not included on the original list.	Admin Code §16.557 Within 2 days of the first Voting Day
Friday, May 16, 2025 thru Friday, May 30, 2025	Official election dates (set by the Health Service Board). The date is chosen for filling following the current HSB Commissioner's term or to hold a special election.	Friday, May 16, 2025, is the first day of voting.
Tuesday, June 3, 2025	Department of Elections to count votes and announce results. By this date, the Department of Elections counts all ballots that are properly marked, signed, and delivered, and certifies the name of the persons receiving the largest number of voters.	Admin Code §16.563
Thursday, June 5, 2025	Elected members are sworn-in within one week following the announcement of the results. Elected member take their seat at the first June 2025 Health Service Board meeting for a full five-year term ending June 2030	5 days after the close of voting