



To: «First Name EO» «Last Name EO» «Job Title EO»
 «Department1» «Dept_No»
 «Address11», «Address21»
 «City1», «State1» «Postal_Code1»

From: Cuong Quach, Ballot Distribution Division
Date: December 8, 2006
Subject: **Election Officer Instructions – 2007 Retirement Board Election**

We are sending you this instruction letter because you have been appointed to act as the Election Officer for your department for the 2007 Retirement Board Election, or no one from your department has been appointed to act as an Election Officer and as a department head, you automatically become the Election Officer. This letter is given to inform you of the Retirement Board's upcoming election and to instruct you on your role for the redistribution of ballots and their delivery to us.

The election will take place in January 2007 and the deadline for submitting ballots to the Department of Elections is 5:00 PM, January 30, 2007. City employees and retirees who are currently enrolled in the City's Retirement Plan system will be voting for a representative to sit on the Retirement Board. In order for people to be eligible to vote they must participate in the City's Retirement Plan System.

Please note: not all employees working with your department may be eligible to vote.

The Department of Elections will send ballots to all active and retired members through first class mail no later than Tuesday, December 26, 2006. A supplemental mailing, if necessary, will be mailed out on Tuesday, January 9, 2007.

The Election Officer shall be responsible for:

1. Ballot Re-delivery of Undeliverable Ballots to Active Members only:

Ballots that are undeliverable or otherwise returned to the Department of Elections by the Postal Service will be sorted in a manner that would facilitate individual and departmental distribution. On a daily basis, we will forward these undeliverable ballots to you through inter-office mail. ***YOU MUST DISTRIBUTE TO THE MEMBERS IN YOUR DEPARTMENT ALL BALLOTS YOU RECEIVED FROM US IMMEDIATELY AND NO LATER THAN JANUARY 25th, 2007.*** It is important that all ballots be distributed so that members can exercise their right to vote.

(**Note:** If you receive ballots for employees no longer in your department, please return the ballots to the Department of Elections immediately.)

2. Ballot Return to the Department of Elections:

Members have four ways by which they can return their voted ballots to the Department of Elections.

- drop it off at our front counter, personally or through someone else;
- send it to us through inter-office mail;
- send it to us through regular US mail, or;
- **hand it to you**, the designated Department Election Officer, for inter-office or personal delivery to us. You must deliver all returned ballots to us no later than 5:00 p.m., January 30, 2007.

SPECIAL NOTE:
ANY BALLOT RECEIVED AFTER 5:00 P.M., JANUARY 30, 2007
CAN NOT BE COUNTED



3. Being the Contact Person for your Department:

You shall serve as the contact person for this election for your department. You may be required to receive materials containing information that you will need to disseminate to all members in your staff or post on your bulletin boards specifically to remind them of the Retirement Board Election and the deadline for submitting their ballots. You may also be asked to direct questions or queries from members in your department to us on their behalf.

Our mailing address, phone and fax numbers are:

Department of Elections
1 Dr. Carlton B. Goodlett Place, Rm 48
San Francisco, CA 94102

Voice: (415) 554-4342
Fax: (415) 554-7257

To view more information about this election please visit our website at
<http://www.sfgov.org/elections>

ARTICLE XIII
ELECTION OF TRUSTEES FOR THE RETIREMENT BOARD
AND HEALTH SERVICE BOARD

SEC. 16.555. NOTICE TO DEPARTMENTS; APPOINTMENT OF ELECTION OFFICERS.

The Registrar or Contractor shall notify each department, office and agency of the City and County of San Francisco (hereunder referred to as "department") at least 90 days prior to the first voting day that the department must designate an employee who shall serve as Election Officer for that department and must inform the Registrar or Contractor at least 60 days prior to the first voting day of the identity of such officer. The Registrar or Contractor shall supply each department with a form which can be returned to the Registrar or Contractor which identifies the employee who has been designated Election Officer. If any department has not designated an Election Officer by the appointed deadline, the Registrar or Contractor shall notify the department that the deadline has passed and shall continue to provide such notice until such designation has been made. (Added by Ord. 512-80, App. 10/29/80; amended by Ord. 287-94, App. 8/4/94; Ord. 378-95, App. 12/7/95)

SEC. 16.556. INSTRUCTIONS TO ELECTION OFFICERS.

The Registrar or Contractor shall provide written instructions to each Election Officer at least 21 days prior to the first voting day, informing such officer of dates on which ballots will be distributed and collected and the procedure to be followed for their distribution and collection. If any department has failed to designate an Election Officer by the time that the Registrar or Contractor sends these written instructions, the Registrar or Contractor shall thereafter treat the administrative head of the department as the Election Officer until another employee has been designated as such by that department. (Added by Ord. 512-80, App. 10/29/80; amended by Ord. 378-95, App. 12/7/95)