

**Election Schedule for Retiree Health Care Trust Fund Board  
(May 2014)**

(Administrative Code Sections 16.550 – 16.554)

SCHEDULE DATE	PROCEDURES BY RETIREE HEALTH CARE TRUST FUND BOARD AND DEPARTMENT OF ELECTIONS	ORDINANCE DEADLINES
January 3, 2014	Retiree Health Care Trust Fund Board Administrator notifies members of the reason for the election, procedures for nomination and selection of candidates and voting dates	
January 3, 2014	Retiree Health Care Trust Fund Board Administrator 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 10, 2014 through February 10, 2014	Nomination period for candidates. Forms must be submitted to the Controller's Office no later than 5:00 p.m. on February 10, 2014.	Not less than 31 days
February 11, 2014	Department of Elections requests that department heads designate department Election Officers	90 days prior to the first day of voting
February 18, 2014	<p>Deadline for Retiree Health Care Trust Fund Board Administrator to provide completed nomination forms to Department of Elections.</p> <p>The Retiree Health Care Trust Fund Board shall furnish the Department of Elections with the names of the eligible nominees at least 35 days prior to the First Voting Day. The Retiree Health Care Trust Fund Board shall also furnish the Department of Elections with a list of the active and retired City employee Health Service System members ("voters") in the election at the same time it furnishes the names of the eligible nominees.</p> <p>Upon request, the City's Health Service System shall provide all information to the Department of Elections, necessary to conduct the Retiree Health Care Trust Fund Board nomination and election process including, but not limited to, information regarding voter lists, voter contact information and Health Service System membership status.</p>	Not less than 35 Days prior to the first day of voting.
February 26, 2014  10:00 a.m.	Candidate orientation session conducted by Department of Elections	
March 13, 2014	Department Heads notify Department of Elections of Departmental Election Officers	60 days prior to the first day of voting
March 25, 2014	<p>Deadline for Candidate Statements to be filed with the Department of Elections (no later than 12:00 p.m.).</p> <p>Each candidate for election shall file with the Controller's Office a statement disclosing the information required by the disclosure category for the elective office sought by the candidate established in the Conflict of Interest Code. Candidates shall file such statements on the same forms used by filers under Section 3.1-100, et seq. of the Conflict of Interest Code.</p>	By the date for verifying acceptance of nomination. (Sec. 16.553.2)

March 28, 2014	Department of Elections to allow Candidates to review and correct typeset Statements no later than 5:00 pm on March 28, 2014	
April 2, 2014	Department of Elections to select order of Candidates names on ballot by lot at 12:00 p.m. on April 2, 2014.	
April 7, 2014	Health Service System provides Department of Elections with 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 21, 2014	Department of Elections sends 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.	21 days prior to the first day of voting
April 30, 2014	Health Service System furnishes Department of Elections with a supplemental list of both active and retired eligible voters	
May 2, 2014	Department of Elections mails ballots to all eligible active and retired voter members	10 days prior to the first day of voting
May 12, 2014 through May 27 2014	Official election dates set by the Retiree Health Care Trust Fund Board	Date chosen for the filling of completed board term or to hold a special election
May 28, 2014	Within 5 days of the close of voting and prior to certification, the Retiree Health Care Trust Fund Board Secretary shall attest to the Department of Elections that there is one retired member trustee and one active member trustee candidate to fill the two elected Retiree Health Care Trust Fund Board positions	Within 5 Days after the close of voting (Section 16.563 (b))
June 12, 2014	Elected members take their seats on the Retiree Health Care Trust Fund Board for full five-year term	14 days after the close of voting