

Schedule for May 2019 Health Service Board Election (Revised)

The following Health Service Board Election procedures are in compliance with Administrative Code Sections 16.550 – 16.565

SCHEDULE DATE	PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS	ORDINANCE DEADLINES
January 10, 2019	Health Service Board adopts Resolution authorizing election for two seats with term expiration dates effective May 15, 2015.	
January 10, 2019	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	120 days prior to the first day of voting
January 11, 2019 thru Feb. 14, 2019	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.	Not less than 31 days
Feb. 14, 2019	Department of Elections requests that Department Heads designate departmental Election Officers.	90 days prior to the first day of voting
Feb. 21, 2019	Deadline for Health Service System to provide completed nomination forms to Department of Elections.	
Feb. 28, 2019	Candidates' orientation session conducted by Department of Elections and Deputy City Attorney at Health Service System.	2:00 p.m. - 4:00 p.m.
March 11, 2019	Department Heads notify Department of Elections of departmental Election Officers.	60 days prior to the first day of voting
March 27, 2019	Deadline for Candidates' Statements to be filed with the Department of Elections and Candidates' Statements of Economic Interest (Form 700) provided to Health Service System for filing with the Ethics Commission.	no later than 12:00 p.m.
March 28, 2019	Health Service System provides Department of Elections with the names of eligible nominees. HSS voter file containing active and retired members' names and addresses to be sent to the Department of Elections in the requested format.	35 days prior to the first day of voting
March 28, 2019	Department of Elections to allow Candidates to review and correct typeset Statements.	no later than 5:00 p.m.
April 1, 2019	Department of Elections to select order of Candidates' names on ballot by lot.	12:00 p.m.
April 18, 2019	Department of Elections sends written instructions to departments on election procedures.	21 days prior to the first day of voting

April 29, 2019	Health Service System furnishes Department of Elections with a supplemental list of both active and retired eligible voters.	
April 30, 2019	Department of Elections will mail ballots to all eligible active and retired voter members.	10 days prior to the first day of voting
May 9, 2019 thru May 29, 2019	Official election dates (set by the Health Service Board).	Date chosen for filling completed Board term or to hold a special election
May 30, 2019	Department of Elections to count votes and announce results.	
June 13, 2019	Elected member is eligible to take seat on Health Service Board for full five-year term.	15 days after the close of voting