

ELECTION NOTICE

RETIREE HEALTH CARE TRUST FUND BOARD

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 terms of the two (2) current elected members of the Retiree Health Care Trust Fund Board will expire on June 11, 2019. Under Charter Section 12.204 and Administrative Code Sections 16.550-16.564, an election will be held to fill the vacancies.

WHO IS ELIGIBLE TO RUN FOR ELECTION

There are several categories of individuals who are eligible to run for the seat on the Retiree Health Care Trust Fund Board. First, any active employee of the City and County of San Francisco or the San Francisco Community College District, who is enrolled in a Health Service System health plan, 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 retiree, or qualified surviving spouse or qualified surviving domestic partner of any active or retired employee of the City and County of San Francisco or the San Francisco Community College District, is eligible to run for the seat on the Retiree Health Care Trust Fund 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 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.

NOMINATION PERIOD – JANUARY 25, 2019 TO FEBRUARY 25, 2019

All candidates for membership on the Retiree Health Care Trust Fund Board must be nominated in writing by at least twenty (20) individuals who themselves would be eligible to run for the seat on the Retiree Health Care Trust Fund 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 some of the 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 Retiree Health Care Trust Fund no later than 5:00 p.m. on February 25, 2019. Additional nomination forms may be obtained by contacting Sofia Millham, Board Secretary of the Retiree Health Care Trust Fund, 1145 Market Street, 7th Floor, San Francisco, or at (415) 487-7055.

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After the Health Services System verifies the eligibility of each nominee and each of his or her sponsors and no later than 5:00 p.m. on March 1, 2019, the Retiree Health Care Trust Fund 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 April 8, 2019 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 28, 2019

No later than Friday, May 3, 2019, 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 ballot 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 Tuesday, May 28, 2019. 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., Tuesday, May 28, 2019. 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.

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PROCESSING AND COUNTING THE VOTES

Beginning at 8:00 a.m., May 29, 2019, 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 will be 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 Retiree Health Care Trust Fund Board that the individuals (one active and one retired) receiving the highest number of votes has been elected. The individual certified will assume his or her place on the Retiree Health Care Trust Fund Board on June 12, 2019.

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