

**SAN FRANCISCO  
HEALTH SERVICE SYSTEM**

Affordable, Quality Benefits & Well-Being

**Schedule for May 2024 Health Service Board Election**

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

<b>SCHEDULE DATE</b>	<b>PROCEDURES BY HEALTH SERVICE BOARD AND DEPARTMENT OF ELECTIONS</b>	<b>ORDINANCE DEADLINES</b>
Thursday, January 11, 2024	Health Service Board declares vacancy of two seats with term expiration dates effective May 15 and May 16, 2024. The Health Service Board adopts a resolution authorizing election for two seats and specific dates during which ballots may be marked and when the election is to be held.	
Thursday, January 11, 2024	Health Service Board notifies the Department of Elections that an election will be held, specifying the first and last dates for voting.	<b>Admin Code §16.554</b> At least 120 days prior to the first day of voting
Friday, January 12, 2024 thru Friday, Feb. 16, 2024 (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.	<b>Admin Code §16.553</b> Not less than 31 days
Feb. 16, 2024	Department of Elections requests that Department Heads designate departmental Election Officers.	<b>Admin Code §16.555</b> At least 90 days prior to the first day of voting
Feb. 23, 2024	Deadline for San Francisco Health Service System (SFHSS) to provide completed nomination forms to the Department of Elections by 5 p.m.	
Friday, March 1, 2024	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. - 4:00 p.m.
Monday, March 18, 2024	Department Heads notify the Department of Elections of departmental Election Officers.	<b>Admin Code §16.555</b> 60 days prior to the first day of voting
Thursday, April 11, 2024	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.	<b>Admin Code §16.553-1 and 2</b> No later than 12:00 p.m.
Friday, April 12, 2024	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.	<b>Admin Code §16.557</b> 35 days prior to the first day of voting

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Friday, April 12, 2024	Department of Elections allows Candidates to review and correct typeset Statements.	No later than 5:00 p.m.
Monday, April 15, 2024	Department of Elections selects the order of Candidates' names on the ballot by random drawing.	12:00 p.m.
Friday, April 26, 2024	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.	<b>Admin Code §16.556</b> At least 21 days prior to the first day of voting
Tuesday, May 7, 2024	Department of Elections will mail ballots to all eligible active and retired voter members.	<b>Admin Code §16.560</b> At least 10 days prior to the first day of voting
May 14, 2024	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.	<b>Admin Code §16.557</b> Within 2 days of the first Voting Day
Friday, May 17, 2024 thru May 31, 2024	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.	Thursday, May 15, 2024, is the first day of voting.
Friday, June 4, 2024	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.	<b>Admin Code §16.563</b>
Thursday, June 13, 2024	Elected members are sworn after election results within the week following the announcement of the results. Elected members take their seat on the Health Service Board June 13, 2024 meeting for a full five-year term ending June 2029	13 days after the close of voting