



HEALTH SERVICE BOARD

CITY & COUNTY OF SAN FRANCISCO

INFORMATION REGARDING HEALTH SERVICE BOARD ELECTIONS MEMORANDUM

TO: Health Service Board Members and Potential Health Service Board

Nominees RE: Health Service Board 2024 Election Information

The purpose of this document is to share Health Service Board Election information with all our members as well as eligible candidates. SFHSS recognizes that nominees may be active employees, and as such, are subject to a number of rules that are mandated by the San Francisco City Charter, Good Government Guide, the Ethics Commission's Conflict of Information webpages regarding Conflict of Interest, and the 700 Form, and the San Francisco City Employment Handbook.

Please bring any questions or comments that you may have after you have reviewed the items to the February Governance Committee meeting.

Documents:

1. [San Francisco City Charter, Article 16.550-16.564. Ordinance was last updated in 2018.](#)
2. [Ethics Commission's updated Conflict of Interest webpage](#) that details conflicts of interest and guidelines for nominees and current Committee members.
3. [The Ethics Commission outlines public filings and required trainings for Commissioners.](#) Commissioners must disclose their financial interests with the Statement of Economic Interests-Form 700. Commissioners must complete Ethics training and Sunshine Ordinance training each year.
4. [SF City Employee Handbook](#) contains information on personnel rules, policies, procedures, services, and benefits, and serves as a basic reference guide. Specifically review this passage on page 47

Political Activity- It is unlawful for City employees to use public resources or personnel to engage in political activity relating to elective offices and ballot measures. City employees may not engage in political activities while on duty or in the workplace. Employees may not use City resources, such as photocopier or fax machines, telephones, postage, or email, for political activities. The ban on engaging in political activity while on duty prohibits such activities as circulating petitions, addressing campaign mailers or engaging in any other political activities that use City resources or divert employees from their assigned duties. City employees are prohibited from using their official positions to influence elections, and from using City funds or resources for political or election activities. Further, City employees may not participate in political activities of any kind while in uniform (i.e., part or all

of a uniform they are required or authorized to wear when engaged in official duties). Violation of these rules may result in considerable civil and criminal penalties, as well as discipline, up to and including dismissal. For more information about these restrictions, please review the City Attorney's opinion regarding political activities at www.sfcityattorney.org.

5. [Review the San Francisco's Good Government Guide](#)

6. It has been noted that Active members who are running for a Board Commission seat can promote their candidacy when they are not on San Francisco City Time, and they are not functioning within their job duties. For example, I have listed some common suggestions below:
 - Talking to eligible voters about your candidacy on your non-scheduled work hours and away from your work location.
 - Sharing information about your candidacy on Social Media (during non-working/paid hours)
 - Handing out flyers/information on non-working paid hours, outside of the office

Please feel free to reach out to the Health Service Board Secretary, Holly Lopez, at holly.lopez@sfgov.org or on her office phone line at (628) 652-4646, if you have any other questions regarding the content provided in the listed documents.