



INFORMATION FOR CANDIDATES 2024 EMPLOYEE APPOINTMENT POLICE DEPARTMENT EMPLOYEE REPRESENTATIVE TO THE BOARD OF ADMINISTRATION OF THE POLICE AND FIRE DEPARTMENT RETIREMENT PLAN

IMPORTANT DATES

Nomination Period Opens: Wednesday, October 23, 2024
Deadline for Returning Nomination Petitions: 5:00 p.m. Thursday, November 14, 2024
City Council Consideration of Appointment: Tuesday, December 17, 2024

Eligibility Rules

- **Candidates:** Only **Police Department** employees who are members of the Police and Fire Department Retirement Plan on both September 1, 2024 are eligible to run for office.
- **Petition Signers:** Only **Police Department** employees who are members of the Police and Fire Department Retirement Plan as of September 1, 2024, are eligible to sign candidate's nomination petitions and to vote for those candidates. The eligibility of petition signers will be verified by the Human Resources Department. If you turn in your petition before the deadline, there will be time to verify the eligibility of your signers and allow you to collect additional signatures, if necessary.

Nomination Papers

Nomination Papers, including the Nomination Petition, must all be filed concurrently. Nomination Papers are considered confidential until the close of the Nomination Period.

Nomination Papers are provided by and must be filed in person at the:

City of San José, City Clerk's Office
200 East Santa Clara Street – 14th Floor
San José, CA 95113

The filing period for Nomination Papers is:

Wednesday, October 23, 2024 to Thursday, November 14, 2024 by 5:00 p.m.

Please bring all of your COMPLETED documents with you when you turn in your Nomination Papers.

ALL Nomination Papers must be filed at the same time. Completed Nomination Papers include:

1. Nomination Petition
2. Candidate Statement (Optional)
3. Supplemental Application (submitted online; see below)

Candidates are encouraged to submit their Nomination Papers well before the November 14, 2024 deadline. One supplemental Nomination Petition may be issued if a candidate fails to gather 10 valid signatures, provided there is sufficient time to do so before the close of the Nomination Period.

1. Nomination Petition

A Nomination Petition for this vacancy will be available starting at on Wednesday, October 23, 2024. Nomination Petitions for the office being voted upon will only be accepted by the City Clerk from nominees eligible to hold such office.

Each petition must be signed by at least ten employees who are eligible to vote in the election. **No employee shall sign more than one petition for the office.** Anyone can circulate the petition to collect signatures, but the nominee must sign at the bottom of the petition that he or she accepts the nomination. Nomination Petitions may not be withdrawn after the close of the nomination period.

a. Ballot Designation

Candidates have the option to include their ballot designation on the Nomination Petition. The nominee's ballot designation, if any, shall not exceed three words which designate his/her principal profession, vocation or occupation. The City Clerk will not accept a ballot designation which would mislead the voter, suggest an evaluation of the nominee, or that refers to an activity which is prohibited by law. **If one of the nominees is the incumbent, that designation and no other shall appear.**

2. Candidate's Statement (Excerpt from Section 700 of the Election Procedure)

Persons who have been nominated and whose names will appear on the ballot may file with the City Clerk such statement relative to their qualifications for office as they desire to be distributed to the voters. Such statements shall not exceed 200 words excluding signatures. All candidates' statements shall be signed by at least one association or individual. The City Clerk will prepare copies of all such statements received and will distribute them with the ballots. The statements so filed will be arranged in the order of the names of the candidates upon the ballot. No responsibility for the accuracy or nature of the contents of the filed candidate's statements is assumed by the City Clerk. If the candidate statement is available in an electronic format (Microsoft Word compatible), please send a soft copy to the City Clerk via email to city.clerk@sanjoseca.gov. The original statement must be filed in person along with the Nomination Petition. Candidates will not be allowed to file a candidate statement after their Nomination Petition has been filed.

3. Supplemental Application

All candidates for appointment to the Retirement Boards must complete a required application. The completed application must be submitted electronically before the Nomination Petition. The application can be found online at <https://sanjose.granicus.com/boards/apply>. Responses to the application will be reviewed and considered by the City Council as part of the appointment process.

Next Steps

Immediately upon the close of the petition period, the City Clerk shall file all petitions for appointment and candidate's statements with the affected board who shall review the petitions and statements, and, within 12 days, submit its recommendation for appointment to the City Council and shall return the petitions and statements to the City Clerk. **No election will be held for an unscheduled vacancy of either Retirement Board**

If the unanticipated vacancy occurs with less than 12 months of the term left, the candidate nominated by election may be appointed by the City Council to fill the remainder of the term plus the full four year term. [Source](#) The appointee will serve the remainder of an unexpired term ending November 30, 2025 with Council having the option to appoint until November 30, 2029.

If you have any questions about the nomination or election process, please contact the Office of the City Clerk at (408) 535-1260 or by email to: city.clerk@sanjoseca.gov.