



# INFORMATION FOR CANDIDATES

## December 13, 2021 EMPLOYEE ELECTIONS

### EMPLOYEE ELECTED MEMBER TO THE CIVIL SERVICE COMMISSION

#### IMPORTANT DATES

Nomination Period Opens:	Monday, October 18, 2021
Deadline for Returning Nomination Petitions:	5:00 p.m. Friday, November 5, 2021
Ballots Mailed to Employees:	By Tuesday, November 12, 2021
Deadline for Voting:	2:00 p.m. Monday, December 13, 2021
City Council Consideration of Appointment:	Tuesday, December 14, 2021

#### Eligibility Rules

- **Candidates:** Candidates for election must be registered voters who live within the City Limits of San José. Current, former, or retired City Employees are not eligible to run for the Civil Service Commission.
- **Petition Signers:** Only full-time officers and employees of the City of San José who held a position in the Civil Service of the City on August 1, 2021 and at the time they cast their ballots are eligible to sign nomination petitions. However, a nomination petition is not void if any signer ceases to hold a position in the Civil Service after signing the petition. Members of the City Council, members of any City board or commission, and contract employees **are not** eligible to sign nomination petitions. The Human Resources Department will verify the eligibility of petition signers. If you turn in your petition before the deadline, there may be time to verify the eligibility of your signers and allow you to collect additional signatures, if necessary.
- **Voters:** Only full-time officers and employees of the City of San José who held a position in the Civil Service of the City both on August 1, 2021 and at the time they cast their ballots are eligible to vote. Members of the City Council, members of any City board or commission, and contract employees **are not** eligible to vote.

#### Nomination Papers

ALL Nomination Papers, including the Nomination Petition, must all be filed at the same time. 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, Tower – 14<sup>th</sup> Floor  
San José, CA 95113

The filing period for Nomination Papers is:

**Monday, October 18, 2021 to Friday, November 5, 2021 by 5:00 p.m.**

All Nomination Papers must be received and stamped by the City Clerk's Office no later than 5:00 p.m. on November 5, 2021. 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)

Candidates are encouraged to submit their Nomination Papers well before the November 5, 2021 deadline. If there is sufficient time before the close of the Nomination Period, one supplemental Nomination Petition may be issued if a candidate fails to gather 10 valid signatures.

### **1. Nomination Petition**

A Nomination Petition for these vacancies will be available starting at 8:00 a.m. on Monday, October 18, 2021. Nomination Petitions for any 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. **An employee may not 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 (November 5, 2021).

#### **a. Ballot Designation**

Candidates have the option to include their ballot designation on the Nomination Petition. Ballot designations may not exceed three words and may only designate a principal profession, vocation, or occupation. The City Clerk will not accept a ballot designation that would mislead the voter, suggest an evaluation of the nominee, or that refers to an activity prohibited by law. **If one of the nominees is the incumbent, that designation, and no other, must appear.**

### **2. Candidate's Statement (See Section 700 of the Election Procedure)**

By November 5, 2021, persons who have been nominated and whose names will appear on the ballot may file with the City Clerk a candidate statement of their qualifications for office as they desire to be distributed to the voters. Such statements may not exceed 200 words, excluding signatures. All candidates' statements must 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. The City Clerk does not assume any responsibility for the accuracy or nature of the contents of the filed candidate's statements. 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](mailto: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. General Information Regarding Voting**

The State absentee ballot process is used for the election – that is, employees vote by mailing, routing or otherwise delivering their ballots to the Office of the City Clerk before the 2:00 p.m. Monday, December 13, 2021 deadline. When a ballot envelope is returned to the City Clerk's Office, the employee's name on the label is checked against the roster of eligible voters to ensure each employee votes only once. The sealed envelopes are retained in a locked ballot box until the December 13, 2021 ballot opening. **If an envelope is received without the label, or with the label defaced, that ballot cannot be counted.**

At 2:00 p.m. on Monday, December 13, 2021, the ballot box will be opened, all envelopes inside will be mechanically opened, and the ballot cards will be counted by a panel of canvassers. Interested employees are invited to observe the opening and counting process in the City Clerk's Conference Room T-1446 located at San José City Hall, 200 East Santa Clara Street, 14th Floor.

### **Election Results and Appointments**

Results of the election will be presented to Council at its regular meeting on December 14, 2021. The election is for the purpose of nominating candidates to the City Council to be considered for appointment. **The City Council is not obligated to appoint the candidate who received the highest number of votes** to the board or commission. The City Charter further specifies that the names of the three persons receiving the highest number of votes for Civil Service Commission be presented for Council consideration without regard to the number of votes received.

Newly appointed members are required to file a *Statement of Economic Interests* (Form 700) and a *Family Gift Reporting* Form at the start of their term and annually thereafter to disclose their financial interests.

### **Terms of Office**

The appointee will serve for a term of January 1, 2021 to November 30, 2025.

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: [commissions@sanjoseca.gov](mailto:commissions@sanjoseca.gov)