



# 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 2020 Election Information

The purpose of this document is to share information with all our membership 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 Governance meeting on February 25, 2020.

#### **Documents:**

1. San Francisco City Charter, Article 16.550-16.564 at <https://sfbos.org/sites/default/files/o0212-18.pdf>
2. Ethics Commission's updated Conflict of Interest webpage that details conflicts of interest and guidelines for nominees and current Committee members.  
<https://sfethics.org/ethics/2018/07/new-conflict-of-interest-rules-for-members-of-city-boards-and-commissions.html>
3. Ethics Commission 700 Form/Sunshine Training and Ethics Training, please find the information on the trainings, and the digital copy of the 700 Form here:  
<https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers>
4. SF City Employee Handbook, page 47: <https://sfdhr.org/sites/default/files/documents/Forms-Documents/Employee-Handbook.pdf> → Specifically review this passage:

**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 photocopiers, 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 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 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.

5. Review the San Francisco's Good Government Guide: <https://www.sfcityattorney.org/wp-content/uploads/2019/02/Good-Government-Guide-February-2019.pdf>
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, Natalie Ekberg, at [Natalie.Ekberg@sfgov.org](mailto:Natalie.Ekberg@sfgov.org) or on her office phone line at (415) 554-1727, if you have any other questions regarding the content provided in the listed documents.