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ELECTION RULES AND PROCEDURES

If an Area Agency on Aging (AAA) deems it necessary to deviate from the election rules and procedures, it must notify the CSL office before election procedures are begun to negotiate an acceptable resolution to the problem. State and County Election Codes do not apply to CSL elections.

I. VOTER ELIGIBILITY

1. Persons age sixty (60) or over on election-day, who are registered voters and reside in the PSA where the election is occurring.

II. ELECTION PROCEDURES

1. **ELECTION DATE:** Election of members to the CSL will be held every four years in May. Election results must be in by 5 p.m., May 31.
2. **ELECTION METHODS:** When there is competition for a seat, any of the five (5) election methods listed below may be used. The method selected is up to the Area Agency on Aging.
 - A. On-site polling stations balloting (see Appendix - A for Rules);
 - B. Absentee balloting (see Appendix - B for Rules);
 - C. A combination of #A and #B above (see Appendices A, B and C for Rules);
 - D. AAA Advisory Councils/AAAs may hold meetings or caucuses for the purpose of electing CSL members (see Appendix - D for Rules); and
 - E. Eligible AAA Advisory Council members may be the electing body of CSL members if none of the other election methods is feasible (see Appendix - E for Rules).
3. **CANDIDATE ELECTION CONSIDERATIONS:**
 - A. **CANDIDATE LIST PUBLICITY:** A Candidate list will be published by the AAA no later than thirty (30) days prior to the election date.
 - B. If there is only one candidate for a seat, that person will be declared as elected by the AAA Advisory Council.
 - C. If there are no candidates for a seat, the eligible AAA Advisory Council members will cast a ballot for the candidate of their choice.

III. ELECTION PROCESS

1. LEAD AGENCY:

- A. The AAA and its Advisory Council are responsible for seeing that the CSL election is undertaken within its planning and service area according to these election rules and procedures.
- B. It is allowed local flexibility in determining the most appropriate process and method to be used.
- C. The Area Agency may contract out or designate one or more appropriate local entities to conduct the election.

2. ELECTION COMMITTEE:

- A. The AAA is encouraged to designate an Election Committee six (6) months prior to the election whose responsibility will be to design and monitor the election process. The CSL Office will notify each PSA office 6 months prior to the election
- B. The Committee may include Advisory Council members, Area Agency staff, representatives from local senior organizations and a designee (if applicable) of the entity responsible for conducting the election.
- C. No member of the Election Committee may be a candidate in the election or a campaign worker for any qualifying candidate, nor may they endorse any candidate. CSL members may not serve on the Election Committee.
- D. The election method and procedures to be used shall be in writing and widely publicized 2 months prior to election. All candidates will be notified, as well as voting venues, if applicable

IV. PROCESS WHEN ELECTION METHOD A THROUGH D IS USED

1. PUBLICITY:

- A. The CSL date for filing nomination petitions, official candidate list, election method, polling sites, election date, voting hours, and any other pertinent details should all be extensively publicized through local television, radio, print media, senior centers and wherever else possible.
- B. If applicable, the availability of absentee ballots and the procedure for securing such ballots shall be widely publicized.
- C. Eligible candidates should be encouraged by the AAA to campaign throughout their respective planning and service areas/districts as appropriate.

2. CAMPAIGNING:

- A. If Election Methods #1 or #3 are used, there will be no campaigning on election day within one hundred feet of the polling site.
- B. If Election Methods #2, #4 or #5 are used, campaigning areas will be determined by the AAA or its designee in accordance with the type of election meeting or caucus being held.

3. BALLOT COUNTING:

- A. When polling sites have been closed (note: they must remain open through the publicized time whether or not there are few voters), the sealed ballot box(es) will be delivered to a location designated by the Area Agency, or its designee.
- B. Counting procedures shall be established in writing and provided to the CSL and the candidate. The process will be monitored by representatives from the Election Committee. NO CANDIDATE shall be allowed to count ballots. However, a candidate may designate a ballot monitor who may be present during the counting of the votes. Candidates will be informed prior to the counting of the ballots.
- C. All ballots shall be counted within five (5) working days of the election.
- D. If Election Method #C was selected, on-site and absentee ballots shall be counted at the same time.
- E. If Election Method #D or #E was selected, ballots will be counted immediately upon an official declaration of closure of the election balloting at the meeting or caucus.
- F. Upon opening the sealed ballot boxes, a cross-check should be made between the number of signatures on the polling site sign-in sheet and the number of ballots in the ballot box. Any discrepancy should be noted for the record.
- G. Registration sheets and ballots will be sealed and retained at the Area Agency on Aging for at least three (3) months following the elections.
- H. Ballots not marked or improperly marked will be Voided and retained in the file with other ballots.

4. ELECTION RESULTS

- A. A member of the Elections Committee will verify the ballot count
- B. The AAA will notify the CSL office in writing of the election results within seven (7) calendar days following the election.

- C. A plurality of one (1) vote constitutes a winner. Should there be a tie, the winner will be determined by lot with both candidates in attendance.

5. CONTESTED ELECTIONS

Any candidate contesting the election results must file a written complaint with the AAA within five (5) working days following the announcement of the election results.

- A. The election may be contested by a candidate on one or more of the following grounds:
 - i. Omission of an eligible candidate's name on the ballot.
 - ii. Altering of ballots.
 - iii. Verification of voting by an ineligible person.
 - iv. Duplicate voting by an eligible person.
 - v. Campaigning within one hundred (100) feet of polling site on election day if Election Methods #1 or #3 are used.
 - vi. Deviation from these election rules without prior written approval of the CSL Joint Rules Committee.
 - vii. The use by the Election Committee and/or AAA of methods and procedures other than those that had been announced and publicized.
- B. A copy of the challenger's written complaint must be sent by the AAA to the Chair of the CSL Joint Rules Committee within five (5) working days of receipt of such complaint.
- C. The Area Agency Director will respond to the complaint in writing within ten (10) days after receipt of the written complaint.
- D. All efforts should be made to set a meeting of one representative each of the CSL Joint Rules Committee and the AAA or its designee, and the winning candidate(s) and the challenger(s).
- E. If the decision of the AAA is not acceptable to the challenger(s), an appeal may be made to the CSL Joint Rules Committee.
- F. The final resolution of an appeal shall be made by a two-thirds (2/3) vote of the CSL Joint Rules Committee.

V. LATE SUBMISSION OF ELECTION RESULTS

If election results from the PSA's have not been received in the CSL office by June 15, the Chair of the Joint Rules Committee will send a letter to the AAA

VI. VACANCIES

1. When a vacancy is created at anytime during the term by a senior legislator moving out of the planning and service area or district in which he or she was elected to serve, or through death, resignation, recall, or an invalid election, one of the following methods will be used by the Area Agency on Aging to fill the vacancy:
 - A. Hold an election to fill the vacancy or
 - B. Request the AAA Advisory Council to appoint person to fill the vacancy; or
 - C. Leave the seat vacant until the next election if less than three (3) months remain prior to the election for a new term.
2. The CSL Joint Rules Committee and the CSL office will be notified of the new legislator within ten (10) working days of the election or appointment.

GENERAL INFORMATION

CALIFORNIA SENIOR LEGISLATURE REAPPORTIONMENT POLICY

The original apportionment plan for the California Senior Legislature was developed by the Steering Committee formed by the Commission on Aging to develop a plan and guidelines for the first session of the CSL. The original apportionment plan was published in 'California Senior Legislature – A Plan for Elder Legislative Advocacy.

In devising the Apportionment Plan, the Steering Committee had three objectives:

1. To make the CSL Boundaries as closely aligned to the California Assembly and Senate Districts as possible;
2. To divide the state in such a way that no Area Agency on Aging would be responsible for delegate elections outside its PSA; and
3. To distribute the seats in a manner that would allow each PSA to elect at least one Senator and one Assemblyperson. Using the considerations mentioned above, the seats were apportioned in the most equitable manner possible. An updated version of apportionment chart is attached.

The Joint Rules Committee was established as the successor to the Steering Committee. The JRC had to determine a policy for reapportionment of CSL seats. On February 9, 1989, the Joint Rules Committee voted to have the CSL continue with the policy established for apportionment of seats (see attached charts), and to have reapportionment take place every ten years immediately following the decennial census, using California's census figures.

How Election Funds and Number of Legislators are Apportioned

The following information should be of interest and value to all principals involved in CSL Elections.

Established Funding Formula

Funds will not be allocated for elections; however, any PSA experiencing financial difficulty in the election process may apply to the CSL for necessary funds.

Number of Elected Senior Legislators by PSA

Based on the population reapportionment plan derived from the 1990 Census, each PSA is allocated a specific number of senior legislator seats, with at least two elected senior legislators from each PSA. The actual numbers allocated per PSA are shown on the following list.

ALLOCATION OF FUNDS AND SENIOR SENATORS/ASSEMBLY MEMBERS by PSA

PSA	SENIOR SENATORS	SENIOR ASSEMBLY MEMBERS	COUNTY OR COUNTIES SERVED
1	1	1	Del Norte, Humboldt
2	1	1	Lassen, Modoc, Shasta, Siskiyou
3	1	1	Butte, Colusa, Glenn, Tehama
4	2	4	Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, Yuba
5	1	1	Marin
6	1	2	San Francisco
7	1	2	Contra Costa
8	1	2	San Mateo
9	1	3	Alameda
10	2	3	Santa Clara
11	1	1	San Joaquin
12	1	1	Alpine, Amador, Calaveras, Mariposa, Tuolumne
13	1	1	San Benito, Santa Cruz
14	1	2	Fresno, Madera
15	1	1	Kings, Tulare
16	1	1	Inyo, Mono
17	1	2	San Luis Obispo, Santa Barbara
18	1	2	Ventura
19	2	13	Los Angeles
20	1	3	San Bernardino
21	2	4	Riverside
22	2	5	Orange
23	2	6	San Diego
24	1	1	Imperial
25	2	9	Los Angeles City
26	1	1	Lake, Medocino
27	1	1	Sonoma
28	1	1	Napa, Solano
29	1	1	El Dorado
30	1	1	Stanislaus
31	1	1	Merced
32	1	1	Monterey
33	1	1	Kern
	40	80	58 Counties

APPENDIX - A
Election Method #1
RULES for ON-SITE POLLING

IF POLLING SITES ARE USED, the rules listed below must be followed:

- I. SELECTING SITES:** The number and location of polling sites throughout the planning and service area will be determined by the AAA, or its designee.

- II. POLLING SITE MANAGER**
 1. The Area Agency or its designee will identify a polling site manager who will be responsible for the conduct of the election at each polling site.
 2. The polling site manager will not be a CSL member or candidate.
 3. Duties of the polling site manager may include:
 - A. Managing the operation of the polling site.
 - B. Identifying the polling site in a prominent fashion.
 - C. Arranging for appropriate election supplies.
 - D. Coordinating volunteers if applicable.
 - E. Being the responsible individual for issuing a second ballot when the first was inappropriately completed.
 - F. Being responsible for transporting the sealed ballot box to the location where it will be opened and ballots counted.

- III. VOTING PROCEDURES:**
 1. All voters must sign the registration sheet certifying their eligibility.
 2. One ballot will be given to each voter; age 60 or older.
 3. The voter will proceed to the voting area, mark the ballot and deposit it in the sealed ballot box.
 4. Should the voter make an error in marking the ballot, she/he may obtain another ballot providing the marked ballot has not been deposited into the sealed ballot box. The voter will hand the spoiled ballot to the polling site manager and a new ballot will be issued. The polling site manager will mark "VOID" across the spoiled ballot and placing it (along with any other VOID ballots in an envelope marked VOID) and return it to the location where ballots will be counted along with the sealed ballot box.
 5. The polling site manager may assist the voter to mark the ballot upon request, providing the voter is not influenced in casting the ballot.

IV. ON-SITE BALLOTING

1. **PRE-NUMBERED:** On-site ballots will be pre-numbered to avoid duplication and for accountability purpose.
2. **BALLOT:** Will be printed in large type, clearly marked for Senior Senate and Senior Assembly seats, and marked by district if applicable.
3. **SEALED BALLOT BOX:** One official sealed ballot box will be located at each polling site for the deposit of all marked ballots. The box will be in the attendance of a polling site worker at all times during the voting period.

APPENDIX - B
Election Method #2
RULES for ABSENTEE BALLOTING

IF ABSENTEE BALLOTS ARE USED, the rules listed below must be followed:

- I. ABSENTEE BALLOT** procedures will be in writing and widely publicized.
 1. The deadline date will be established and publicized for requesting and returning absentee ballots.
 2. Absentee ballots shall be pre-numbered.
 3. Provisions will be made whereby a voter's signed and printed name accompanies the returned ballot. However, the name should not appear on the ballot (for example, voter instructions should accompany the absentee ballot requesting that the voter is to sign and print his/her name either on a separate piece of paper or on the upper left-hand corner of the return envelope – and return it with the absentee ballot)
 3. At no time shall candidates be allowed to handle or transport completed ballots.
- II. BALLOTS** will be printed in large type, clearly marked for Senior Senate or Senior Assembly seats, and marked by district or community service areas if applicable.

APPENDIX - C
Election Method #3
RULES for a COMBINATION OF ON-SITE and ABSENTEE BALLOTING

IF A COMBINATION OF POLLING SITES AND ABSENTEE BALLOTS are used, the rules listed below must be followed:

I. PROCEDURES:

1. ALL the rules and procedures delineated in Appendix - A (On-Site Polling Rules) will be followed for this portion of the combined balloting method, including the selection of a polling site manager, pre-numbering ballots, clearly describing polling sites, and specifying, voting and ballot counting procedures.
2. ALL the rules and procedures delineated in Appendix - B (Absentee Balloting Rules) will be followed for this portion of the balloting method.

II. BALLOT COUNTING:

A REMINDER that all ballots shall be counted in accordance with the Instructions detailed in Section IV of the CSL Rules and Procedures document.

APPENDIX - D

Election Method #4

RULES for BIENNIAL MEETINGS or CAUCUSES for the PURPOSE OF ELECTING CSL MEMBERS

IF THE ELECTION IS HELD AS A CAUCUS OR MEETING for the purpose of electing CSL members, the rules listed below must be followed:

- I. **THE AAA AND AAA ADVISORY COUNCIL**, or its designee, will be responsible for implementing all the rules and procedures listed in Appendix - A (On-Site Polling). Please refer to section III.4 on as well as section V.4.a.v of the 'Election Rules and Procedures' about the 100 feet campaigning rules waiver when this type of election method is used.
- II. **CANDIDATE AND VOTER** eligibility will adhere to all the rules listed in 'Election Rules and Procedures.
- III. **A QUORUM OF ELIGIBLE AAA ADVISORY COUNCIL** members will attend a Caucus(es) or Meeting(s) as determined by the AAA, or its designee.
- IV. **ONE OR MORE CAUCUSES/MEETINGS** will be held on a specified date(s) and time(s) during May. The number of caucuses and locations will be determined by the AAA, AAA Advisory Council or its designee.
- V. **THE CAUCUS/MEETING** will be held in as large a hall/conference room as is necessary to accommodate AAA staff, or AAA Advisory Council and the targeted senior invitee groups - e.g., members of the AARP, CSL OWL Gray Panthers, retired teachers organizations, and other major or minor senior groups and clubs and individuals, residing within the PSA.
- VI. **THE CAUCUS/MEETING** will provide a forum for all eligible candidates (those who have otherwise complied with all candidate rules, procedures and timelines), to address the audience and answer questions within the time limits specified by the AAA, or its designee, and AAA Advisory Council.
- VIII. **ELIGIBLE CANDIDATES** are encouraged to be present at the Caucus/Meeting: If the Candidate is not able to be present, he/she may designate an eligible 'spokesperson' to speak on his/her behalf. The Candidate must inform the AAA of the substitution in writing, within a deadline determined by the AAA or its designee.
- IX. **ALL ELIGIBLE VOTERS** attending the Caucus/Meeting will be able to vote for her/his candidate of choice in accordance with the designated rules. If more than one Meeting/Caucus is held, the registered voter must be a resident in the PSA's subdivision in which the Candidate is being elected.

APPENDIX - E
Election Method #5
RULES for ELECTION BY AAA ADVISORY COUNCIL

IF THE ELECTION IS BY THE AAA ADVISORY COUNCIL the rules listed below must be followed:

- I. AAA ELECTION COMMITTEE** shall solicit candidates and verify their eligibility.
(Please refer to Section I of the Election Rules and Procedures.)
- II. CANDIDATES**, who have otherwise complied with election rules and procedures, shall make themselves known to Advisory Council members by each speaking briefly at the Advisory Council meeting at which the election is being held.
- III. ELECTION** shall be cast by ballot and only by those Advisory Council members who are eligible to vote in accordance with Section I of the Election Rules and Procedures.

**OFFICAL BALLOT FOR
CALIFORNIA SENIOR LEGISLATURE
ELECTION**

Please mark an (X) beside the candidate(s) of your choice. Fold ballot in half and deposit in official ballot box.

Senior Senate Candidates (Vote for 1)

Mark an (X) in the space provided

- Sandra King _____
- John Lamb _____
- Robert Parks _____
- Marion Strong _____
- Ann Thomas _____

Senior Assemblyperson Candidates (Vote for 2)

Mark an (X) in the space provided

- Carol Bates _____
- Leslie Haines _____
- Robert Jones _____
- Thomas Martin _____
- John Miller _____
- Susanne Nelson _____
- Mary Perez _____
- John Roberts _____
- William Rocha _____

CALIFORNIA SENIOR LEGISLATURE (CSL) POLL MANAGER INSTRUCTIONS

As Manager of an Official Polling Site in the California Senior Legislature (CSL) you assume one of the most critical roles in the election process. The polling site must be managed with integrity to ensure that voting is completed with fairness and according to official polling procedures. In order to assist you in carrying out your responsibilities, we have assembled the following instructions and guidelines. These will be reviewed during the meeting of Polling Site Managers. In the meantime, if you have any questions, please call the CSL Elections Manager at:

Phone: _____

I. OVERALL POLLING SITE MANAGER RESPONSIBILITIES

1. Work closely with the Director of the Polling Site Facility in order to coordinate election activities with other center activities.
2. Visit the site in advance so that you will be familiar with how you wish to have the polling booth, table, flag, signs, etc. placed on election day.
3. You should arrange for assistance at the polling site on election day. We recommend three people be on duty at all times while the poll is open. Assistance is necessary so that the ballots, ballot box and registration sign-in sheets are never unattended.
4. Keep the phone numbers of your CSL Coordinator and the Office on Aging handy so that you can quickly make contact should a question or issue arise on election day. Your CSL Coordinator is:

Phone: _____

II. POLLING SITE – OUTSIDE

1. On election day, candidates may not campaign closer than 100 feet from the polling place. You should familiarize yourself with the site so that you know approximately how close they can campaign if they choose to do so. Outside the 100 feet limit, they can erect signs, pass out literature, etc. They should also be asked to clean up materials before departing the site.
2. Erect an American flag outside the polling site. Your site facility should have one for your use on election day.
3. Erect the “CSL Official Polling Site” sign outside the polling site.

III. POLLING SITE - INSIDE

1. Familiarize yourself with the polling site facility ahead of election day so that you know where you will set up the polling booth, registration table, ballot box, how you want voters to line up, etc.
2. Be sure you have sufficient space to handle a flow of people at the same time ensure voting booth privacy.
3. Review your checklist of supplies to ensure their availability on election day, i.e. table, chairs, signs, registration sign-in sheet, ballot box, voting booth, etc.
4. Determine where you will place the “CSL Voting Site”, “CSL Voting Registration”, and “CSL Ballot Box” signs inside.

IV. VOTING PROCEDURES ON ELECTION DAY

1. VOTER SIGN-IN

- A. Arrange your polling site so that the first table will be where voters sign in before they are given a ballot.
- B. Each voter is to read the declaration on the voter sign-in sheet, then sign the registration sign-in sheet, thereby certifying their eligibility to vote.
- C. When an individual signs the registration form, they should present some type of identification card (driver's license, utility bill with their name and address, California ID card, AARP card, etc.) Credit cards should not be asked for nor considered ID.

2. VOTER REGISTRATION

- A. If an individual is not currently a registered voter in this PSA area, they should be given an official Voter Registration Card to complete, establishing them as a registered voter in the county.

- B. If they will not sign, verifying they are a registered voter in this PSA area, or that they are 60 years of age or older, and will not complete a “Voter Registration Card”, they are not eligible to vote in this election.

3. **VOTING**

- A. Hand out the ballots in numerical order, starting with the lowest number first. After a ballot is handed the voter, they should proceed to the voting booth where they will mark their ballot, voting for the number of Senior Senate seats and number of Senior Assembly seats in this PSA.
- B. Fold the ballot in half and then proceed to the ballot box and insert the ballot into the box. The ballot should not be handed to any worker at the site. It should only be placed in the locked ballot box.

4. **VOTER ASSISTANCE**

- A. A voter may be assisted by a poll worker in casting their vote only upon request. No person providing such assistance shall, in any manner, influence the voter. If a voter is assisted in casting their vote, it shall be noted on the ballot and by whom.

5. **SPOILED BALLOTS**

- A. Should a voter make an error in marking the ballot, they may obtain another ballot, providing the marked ballot has not been deposited in the ballot box. The voter shall give the spoiled ballot to the poll worker in charge of the ballots. A new ballot will be issued.
- B. The Poll Manager will mark the word “VOID” on the spoiled ballot and place it in the envelope marked “Voided Ballots” so that it can be returned to the Office on Aging with the ballot box.
- C. REMEMBER – The ballots are numbered so there must be an accounting for all ballots – the number in the ballot box must match the number of people registered to vote, plus any number of spoiled ballots.

6. **ABSENTEE BALLOTS**

- A. You will be provided with a list of those individuals who voted by Absentee Ballot from your area. If their name appears on the list, they cannot vote on site.
- B. If any voter entering the polling location attempts to turn in an absentee ballot, it is to be refused. Absentee Ballots were to have been returned directly to the PSA Office on Aging by close of business on _____, so this ballot would now be void.

- C. The voter may, however, vote on a regular ballot at the polling site. Before releasing a regular on-site ballot to them, the voter is to sign the Sign-In Sheet, hand over the Absentee Ballot, and in the voter's presence, the Poll Manager is to mark the Absentee Ballot "VOID". The voided ballot should be placed in the "Voided Ballots" envelope and returned to the Office on Aging.

7. BALLOT BOXES

- A. The ballot boxes provided are the Official Ballot Boxes used by the _____. The boxes will be locked when delivered and will only be unlocked when returned to the Office on Aging for counting of the ballots cast.
- B. Be sure the sign "CSL Official Ballot Box" is placed in front of the ballot box.
- C. The Ballot Boxes will be picked up after the poll closes at 3:00 PM. You should work with your CSL Coordinator to arrange the time of pick up at your site. Do not close early, and be sure the Coordinator can pick up the ballot box at the agreed upon time as the votes must be counted in the Office on Aging the night of the election day.

8. SIGNS

- A. All signs used at the official polling site will be provided for your use by the Office on Aging in order to ensure consistency between all polling sites.
- B. Be sure all signs are in place prior to the opening of the polls.
- C. When the polling site is closed for the day, please gather up all the signs, the ballot box, the voting booth, and all other supplies and have them ready for pick up by your coordinator.

9. MATERIALS PROVIDED BY THE OFFICE ON AGING

- A. The following materials are provided for your use at the official site on election day:
 - i. "CSL Official Polling Place" sign for use outside.
 - ii. "CSL Official Polling Site" sign for use inside.
 - lii. "CSL Official Ballot Box" sign to be placed at the ballot box.
 - iv. CSL Registration Sign-In sign for registration table.
 - v. Official Ballot Box.
 - vi. Official Voting Booth.
 - vii. Sign-In Sheet for Voters to sign prior to receiving a ballot.
 - viii. Six (6) ink pens to be used for signing the "Sign-In Sheet" and for marking the ballots.
 - ix. Fifty (50) Official Voter Registration Cards.

- x. List of those who voted by Absentee Ballot (Only for those sites where Absentee Ballots were cast).
- xi. Your name tag and blank ones for your assistants.
- xii. "Voided Ballots" envelope which must be returned to the coordinator at the close of election day.
- xiii. Checklist of supplies

10. **OFFICIAL VOTING HOURS**

- A. The official voting hours on _____ are 9:00 am - 3:00 p.m. You must plan to have the polling site open during those hours. If for some emergency you are unable to do so, contact your coordinator immediately so that alternative arrangements can be made for keeping the site open during these hours.

11. **PROBLEM AREAS**

- A. We anticipate a smoothly run election. However, there are a few items you should be watchful for:
 - i. Ballots must never be left unattended at the sign-in table. Because they are numbered, every ballot left at your site must be accounted for at the close of the day.
 - ii. Likewise, the Ballot Box must never be left unattended.
- B. Thank you for your assistance. You are to be commended for your voluntary support on behalf of the California Senior Legislature.

VII. ELECTION PROCEDURES FOR RECALL OF CSL MEMBERS

Recall is the power of the voters to remove an elected official.

1. NOTICE OF INTENTION

- A. To begin recall proceedings against a CSL member, recall proponents must serve, file and post the Notice of Intention to circulate a Recall Petition. The Notice of Intention must be served by certified mail on the person sought to be recalled and a copy, along with the proof of service, must be filed with the Area Agency on Aging and with the Chairperson of the Area Agency Advisory Council.
- B. The Notice of Intention shall be posted in at least three public places where seniors gather within the jurisdiction of the member sought to be recalled.
- C. The Notice of Intention must contain:
 - (1) The name and title of the member to be recalled.
 - (2) A statement (not over 200 words in length) of the reasons for recall.
 - (3) The name and address of at least two, but not more than five, proponents of the recall.
- D. Within ten (10) days after serving the Notice of Intention, the member sought to be removed may file with the Area Agency on Aging, or their designee, an answer (not more than 200 words).

2. PETITION

- A. Each petition must include the following:
 - (1) Statement of reasons for recall.
 - (2) The answer, if any, of the member sought to be recalled. If no answer was filed, the petition must so state.
- B. The petition must be designated so that each signer can personally affix his/her:
 - (1) Signature
 - (2) Printed Name
 - (3) Residence Address
- c. Section for declaration of Circulator must include:
 - (1) Signature of Circulator.
 - (2) Dates between which signatures were obtained.
 - (3) That the Circulator is a registered voter and 60 years or older.

3. CIRCULATION OF PETITION

- A. The recall petition shall be circulated only by persons 60 years of age or older who qualified to vote for the member sought to be removed.
- B. The Recall Petition shall be signed only by persons who are qualified to vote for the member sought to be recalled.
- C. For a recall of a member, a petition must be signed by at least 50% of the last vote for that member's office.
- D. Time for collecting signatures will be 60 days.

4. DUTIES OF THE AREA AGENCY ON AGING OR DESIGNEE

- A. Verify signatures and total number of signatures collected.
- B. After verifying the petition signatures, notify both the member sought to be recalled and the proponents, of the results.
- C. If sufficient signatures were collected, follow the election rules and procedures for filling the vacancy.

VIII. APPLICATION FOR CANDIDACY

CANDIDATE ELIGIBILITY: Persons age sixty (60) or over on election day, who are registered to vote and who reside in the Planning and Service Area (PSA) for which the election is held. Candidates will be required to identify their respective district's State Senator, State Assemblymember, and Congressional Representative.

1. Process to Qualify As a Candidate
 - A. If the planning and service area has designed subdivisions or districts, candidates shall file only in the district in which they reside.
 - B. A nomination petition package provided by the Area Agency on Aging must be filed by a specified filing date. The package includes:
 - (1) Nomination Petition requiring signatures of 25 eligible voters;
 - (2) Statement of Commitment requiring candidate's signature;
 - (3) CSL Code of Ethics requiring candidate's signature and date; and
 - (4) Biographical statement

PSA _____

PLEASE PRINT

Name of Nominee _____

Address _____

City & Zip _____

Telephone(s) _____

For the Office of _____ I certify that I will be 60 years of age or over the day of elections and I am a registered voter in the PSA where the election is to occur.

Signature _____ Date Signed _____

My State Senator is: _____ District # _____

My State Assembly member is: _____ District # _____

My Congressional Representative is: _____ District # _____

(Attach Ballot Petition)

(Attach Signed Code of Ethics)

(Attach Signed Statement of Commitment)

BALLOT PETITION

We, the undersigned, hereby petition that the above-named individual be placed on the ballot for election as (Senior Senator/Senior Assemblyperson) to the 2_____ California Senior Legislature. We certify by our signatures that we are registered voters over the age of 60 and reside in the PSA where the election is to occur. (Minimum of 25 signatures is required.) Each Petitioner must print and sign name and indicate Address, City, and Zip Code.

	Name	Address
1	(Print)	
	(Signature)	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
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	Name	Address
19	(Print)	
	(Signature)	
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23		
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CODE OF ETHICS

Recognizing that the needs of the over 60 age groups are in the interests of all people, the California Legislature in 1980 created the California Senior Legislature to propose legislation to meet the needs and concerns of Older Californians.

Members of the Senior Legislature elected by their peers are cognizant of their obligation to discharge the responsibility given to them by the State Legislature, and vow to follow the path of high moral conduct and service implicit in the following code:

1. As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work.
2. I accept the plural ethnicity of California Senior Legislature members, their cultural and educational variations. I will value the commitment of each as much as I do my own, and show respect to each.
3. I will show respect to the members of the State Legislature and their staff people.
4. I will work faithfully to accomplish the objectives of the California Senior Legislature.
5. I will work with the Area Agency on Aging and/or Legislative Council and other seniors in my community to develop proposals for legislation addressing their concerns.
6. I will strive to maintain the dignity of the Senior Legislature in all my speaking engagements and written articles.
7. I will be responsible for informing the public as widely as possible concerning the CSL in a positive manner.
8. I recognize and accept the administrative policies, responsibilities, and procedural concepts of the California Senior Legislature as they are enunciated in the CSL Procedures Manual and Bylaws, including the use and design of CSL business cards and stationery.
9. I promise to bring to my work with the California Senior Legislature an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention; and to work in support of CSL programs and priorities.
10. I will attend the annual session of the California Senior Legislature unless excused because of illness or death of a family member or other legitimate reasons.
11. Furthermore, I promise to conduct my campaign for office as either a Senior Senator or Senior Assemblyperson in an ethical, above-board and honest manner, in both my oral and printed campaign statements. In no way will I mislead or deceive potential elderly voters while campaigning.

12. I promise not to use my office as a CSL member in any manner that reflects negatively on the high moral standards of the CSL, or negatively on any CSL member.
13. I accept and promise to comply with the STATEMENT OF COMMITMENT.

Being eager to contribute all that I can to the improvement and solution of senior problems,
I accept this code, to be followed carefully and cheerfully.

Signature: _____ Date: _____

STATEMENT OF COMMITMENT

Responsibilities of Members of the California Senior Legislature (a)

Note: This is to be signed by the candidate and attached to her or his application.

1. Shall promote CSL fund-raising activities on a local and statewide level. (b)
2. Shall be non-partisan.
3. Shall represent the best interests of state-wide California elderly.
4. Shall express the major concerns of the elderly.
5. Shall speak for the CSL on CSL-approved issues only. Otherwise, shall identify myself as a CSL member expressing own personal views.
6. Shall use only CSL - authorized cards and stationery.
7. Shall identify myself as "Senior Senator" or "Senior Assembly Member" or "Senior Assemblywoman" or "Senior Assemblyman."
8. Shall accept the responsibility for submitting at least one proposal for an Annual Session.(c)
9. Shall accept the responsibility for attending and participating in all meetings of the Annual Session, except when an extreme emergency arises.
10. Shall develop working relationships in my PSA (Planning and Service Area) with the Area Agency on Aging, the Advisory Council or Commission on Aging and other senior groups and caucuses; and shall attend their meetings whenever possible.
11. Shall develop working relationships with my State and National Legislators and their staffs, particularly with my Legislators' District's staffs.
12. Shall develop and maintain a local legislative advocacy program, keeping up a two-way communication with my constituents.
13. Shall activate letter and phone campaigns to support CSL priority proposals.
14. Shall respond to calls (Alerts) from the Joint Rules Committee (JRC) to write letters, make phone calls, and visit my State Legislators and their District offices on behalf of CSL priority issues.
15. Shall develop and carry out local public relations and publicity for goals established by the CSL.

16. Shall study the Annual Schedule of Suggested Activities and follow this schedule whenever its items are applicable to my local situation.
- (a) In general, failure to live up to the STATEMENT OF COMMITMENT and the CODE OF ETHICS is grounds for review, reprimand and possible removal from office by JRC Executive Committee action.
 - (b) In order to meet the funding needs of CSL for travel and reimbursement of expenses of the Annual General Session and for meetings, each member shall endeavor to raise funds throughout the year.
 - (c) Failure to submit at least one proposal in any one of two consecutive years constitutes failure to live up to this commitment.

To Be Signed by the Candidate:

I have carefully read the responsibilities of members elected to the California Senior Legislature, and I fully intend to follow them to the best of my ability if I am elected by my peers.

I understand that there is no salary connected with this office and that board, room and transportation costs will be furnished for the Annual Session, provided that funds are available from the California Fund for Senior Citizens. I further understand that the expenses for postage, telephone and travel during the year are my responsibility.

Print or Type Your Name: _____ Date: _____

Signature: _____

Address: _____

Telephone _____