PART VIII - ELECTIONS SECTION

CSL ELECTION RULES AND PROCEDURES

The following rules and procedures are designed to provide for the application and election process for prospective candidates for the California Senior Legislature (CSL). The Area Agencies on Aging (AAA) will assist CSL in the election process by publicizing CSL vacancies and conducting the election of applicants to the CSL.

I. ELIGIBILITY

A. Voter

Members of the AAA Advisory Council for each PSA.

B. Candidate

Criteria for eligibility as a candidate for Senior Senator or Assemblymember are identified below:

- 55 years of age or older on election day of CSL member(s).
- Registered voter.
- Resides in the Planning and Service Area (PSA) for which the election is held.

In addition there are criteria for successful performance of the duties of a Senior Senator or Assemblymember that involve mobility, experience and technology that are identified in Appendix A.

Finally, candidates will be required to identify their respective district's State Senator, State Assemblymember, and Congressional Representative.

II. APPLICATION PROCESS

The process to apply as a candidate for a CSL vacancy is as follows:

A. If the planning and service area has designed subdivisions or districts, candidates shall file only in the district in which they reside.

B. Candidates should go to the CSL website (4CSL.org) to obtain the application package. The completed application package must be submitted to the local AAA by March 31st. The package includes:

1. New Candidates

   a. Application of Candidacy;
   b. Resume that includes city, county and state experience on senior issues;
   c. Nomination Petition requiring signatures of 25 adults 55 years and older;
   d. Statement of Commitment requiring candidate's signature; and
   e. CSL Code of Ethics requiring candidate's signature and date;
   f. Volunteer Agreement and Waiver of Liability requiring candidate's signature and date.

2. Incumbents

    a. Application of Candidacy;

    b. Resume that includes city, county and state experience on senior issues;

    c. Statement of Commitment requiring candidate's signature; and

    d. CSL Code of Ethics requiring candidate's signature and date;

    e. Volunteer Agreement and Waiver of Liability requiring candidate's signature and date.

III. ELECTION DATE

Election of members to the CSL will be held every four years from May 1st to June 25th. Election results must be in to the CSL Office by 5pm on June 30th.

IV. TERM OF OFFICE

Members to the CSL will be elected every four (4) years. Newly elected members will serve as Members Elect until the Annual Session (Oct-Nov).

V. PUBLICITY

A. The CSL will provide a flyer announcing the election process. The flyer will direct candidates to the CSL website for information on the application and election process.

    1. Current CSL members would be emailed a copy of the flyer.

    2. Each AAA would post the flyer to their website and bulletin board.

    3. Senior Centers would be emailed by CSL through the appropriate AAA and asked to post the flyer and/or place the flyer in their newsletter.

    4. Each State Assembly and Senator's District Office would be requested to post the flyer as well as place the flyer in their newsletter.

B. A candidates list for all PSAs will be made available for review on the CSL webpage no later than 10 days prior to the election date identified by each AAA.

VI. LEAD AGENCY

The AAA is responsible for seeing that the CSL election is undertaken within its Planning and Service Area according to these election rules and procedures.

VII. ELECTION PROCEDURES

Eligible AAA (see I.A.) Council members will be the electing body of CSL Members. See Appendix B for further guidelines.

VIII. ELECTION RESULTS

A. AAA will share the election results with the Advisory Council

B. The AAA will notify the CSL office in writing of the election results within seven (7) calendar days following the election but no later than June 30th.

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

IX. CONTESTED ELECTIONS

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

B. A copy of the challenger's written complaint will be sent by the CSL JRC to the AAA Director within five (5) working days of receipt of such complaint.

C. The Area Agency Director will respond to CSL JRC in writing within ten (10) after receipt of the written complaint.

D. Final resolution will be made by majority vote of the CSL JRC.

E. Candidate agrees that the final decision made by the CSL JRC is final and binding.

X. LATE SUBMISSION OF ELECTION RESULTS

If election results from the PSA's have not been received in the CSL office by July 15th the Chair JRC will send a letter to the AAA requesting the election results.

XI. VACANCIES

A. When a vacancy is created during the term by a senior legislator by:

1. Moving out of the planning and service area or district in which he or she was elected to serve, or

2. Through death, resignation, recall, or an invalid election

B. The AAA Advisory Council will notify the CSL JRC that it is pursuing one of the methods below:

1. Senior Senator Vacancy

    a. Leave Vacant

    Leave the seat vacant until the next election if less than six (6) months remains prior to the election for a new term.

    b. One Applicant

    Appoint a Senior Assemblymember to the vacant position of Senior Senator after receiving approval from the CSL JRC.

    c. Multiple Applicants

    Conduct an election to fill the vacancy following procedures outlined in Appendix B.

2. Senior Assemblymember Vacancy

    a. Leave Vacant

Leave the seat vacant until the next election if less than one (1) year remains prior to the election for a new term.

b. One Applicant

Appoint an applicant to the vacant position of Senior Assemblymember after receiving approval from the CSL JRC.

c. Multiple Applicants

Conduct an election to fill the vacancy following procedures outlined in Appendix B.

LIST OF APENDICES

APPENDIX - A ELIGIBILITY CRITERIA and CRITERIA for SUCCESSFUL PERFORMANCE

APPENDIX - B PROCEDURES for CONDUCTING CSL ELECTION

APPENDIX - A

ELIGIBILITY CRITERIA and CRITERIA for SUCCESSFUL PERFORMANCE for CANDIDATES for SENIOR SENATOR and SENIOR ASSEMBLYMEMBER

1. **Age and other requirements**:

   - 55 years of age or older on election day of CSL member(s).
   - Registered voter.
   - Resides in the Planning and Service Area (PSA) for which the election is held.

2. **Technology**

   - Candidates must have access to a functioning computer as well as a functioning printer. Ideally, the printer would be an all in one printer, fax, copier and scanner.
   - Candidates must have a personal email account and basic access to and knowledge of how to use email, transmit documents, and open MS Office and PDF documents.
   - Candidates must be able to take top senior concerns/issues at the local level and draft them into a legislative proposal following a template.

3. **Mobility**

   - Candidates will need to navigate the Capitol Building in Sacramento as well as their local community.
   - It is anticipated that most business will be conducted within the normal business day. Therefore, candidates can be called upon to commute to and from the Capitol Building in the same day.

4. **Experience**

   - The ideal candidate will have a broad base of experience at the city and county levels on issues dealing with seniors. Candidates that do not have this experience must be willing to learn about city and county level issues impacting older adults.
   - Candidate must be comfortable with public speaking and willing to promote the CSL organization in their PSA through public speaking engagements on issues dealing with seniors.

5. **Elected Officials**

   Candidates will be required to identify their respective district's State Senator, State Assemblymember, and Congressional Representative. (See Statement of Commitment, Item 10)

APPENDIX - B

PROCEDURES for CONDUCTING CSL ELECTIONS

The rules for qualifying CSL candidates and conducting elections are as follows:

I. **The AAA, or its designee, will be responsible** for implementing all the CSL election rules and procedures.

II. **The AAA and CSL JRC shall solicit candidates** using the methods outlined in Part VIII, Section V.

III. **The AAA will collect and forward to CSL by the suspense date identified in Section II. B** all application packages received for the CSL Senior Senator and Senior Assemblymember positions in their PSA.

IV. **Upon receipt of application packages from the AAAs the** CSL JRC Chair will appoint a CSL Candidate Eligibility Committee that will verify their eligibility using guidelines outlined in Appendix A.

V. **The CSL JRC Chair will subsequently provide a list of eligible candidates** to the AAA's who will then conduct elections by the date identified in **Part VIII, Section III.** A candidates list for all PSAs will be made available for review on the CSL webpage no later than 10 days prior to the election date identified by each AAA.

VI. **A quorum of eligible AAA Advisory Council** members are required to be in attendance when CSL elections are conducted**.**

VII. **All eligible AAA Advisory Council members** attending the meeting will be able to vote for her/his candidate of choice in accordance with the designated rules.

VIII. **AAA Advisory Council members** eligible to vote for each candidate will do so by using the voting guidelines established by each county.

IX. **A plurality of one (1) vote constitutes a winner**. Should there be a tie, the winner will be determined by a flip of a coin with both candidates in attendance.

X. **When there is only one candidate for a seat Part VIII, Section XI, B should be followed.**

XI. **All candidates must be present to win**.

XII. **AAA will record** the results of the election process.