

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.

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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.

APPENDIX - C

RECALL OF CSL MEMBERS

Recall is the power of the voters of the AAA Advisory Council to remove a CSL elected member.

I. NOTICE OF INTENTION

- A.** To begin recall proceedings against a CSL member, recall proponents must file a Notice of Intention To Recall a CSL Member with the CSL JRC Chair.
- B.** 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 title of at least two but not more than five CSL members proposing the recall.
- C.** The JRC Chair will notify the AAA and Chair of the Advisory Council of the recall action.
- D.** The Notice of Intention shall be sent to the AAA location where the CSL member was elected.
- E.** Within ten (10) days after serving the Notice of Intention, the member sought to be removed may file with the CSL JRC Chair a response to the Notice of Intention to Recall (not more than 200 words).
- F.** The JRC Chair will bring the matter before the JRC and a vote will be taken on Notice of intention to Recall
- G.** If the Notice of Intention to Recall passes in the JRC
 - 1. The AAA will be notified and;
 - 2. A request for a vote by the AAA Advisory Council to be held within 45 calendar days of the notification on whether to approve the recall of the affected CSL member;
 - 3. The AAA Advisory Council would vote on the recall of the affected CSL member and;
 - 4. The AAA would notify the CSL JRC Chair of the outcome.
- H.** The CSL JRC Chair would subsequently notify the CSL member via certified mail
- H.** of the outcome of vote.
 - 1. If the recall action fails the matter is closed.
 - 2. If the recall action passes the CSL member will be requested to return his/her name tag, any remaining business cards and to cease using any reference to the CSL or represent himself/herself as a member of the CSL.

APPENDIX - D

APPLICATION FOR CANDIDACY

APPLICATION FOR CSL CANDIDACY

PSA_____ Incumbent ____ New Candidate _____

Name of Candidate _____

Address _____

City & Zip _____

Telephone(s) (Home)_____ (CP)_____

Email _____

My State Senator is: _____ District # _____

My State Assembly member is: _____ District # _____

My Congressional Representative is: _____ District # _____

For the Office of _____ I certify that
(Senior Senator/Senior Assemblymember)

- I am 55 years of age on election day,
- I am a registered voter
- I reside in the Planning and Service Area (PSA) for which the election is held,
- I own or have access to a functioning computer and a printer. (Note: Ideally, the printer would be an all in one printer, fax, copier and scanner.)
- I have a personal email account and basic access to and knowledge of how to use email, transmit documents, and open MSOffice and PDF documents,
- I possess the ability to take top senior concerns/issues at local level and draft them into a legislative proposal following a template.
- I have the ability to navigate the Capitol Building in Sacramento as well as my local community.
- I can commute to and from the Capitol Building in the same day.

I agree that all decisions regarding my candidacy, election and/or recall are the responsibility of the CSL JRC and are final and binding.

Signature _____ Date Signed _____

Attach the following documents to this application:

- Resume outlining broad base of experience at the city and county levels on issues dealing with seniors
- Ballot Petition
- Signed and dated Code of Ethics
- Signed and dated Statement of Commitment
- Signed and dated Volunteer Agreement and Waiver of Liability
- (Note: Incumbent need not submit the Ballot Petition)

APPENDIX - E

BALLOT PETITION

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 2018 California Senior Legislature. We certify by our signatures that we reside in the Senate/Assembly district for which she/he is running. (Minimum of 25 signatures is required.) Each Petitioner must print and sign name and indicate Address, City, and Zip Code.

	Name	Address	City, Zip
1	(Print)		
	(Signature)		
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APPENDIX - F
CODE OF ETHICS

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. I realize that I am subject to a code of ethics
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. 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. And in no way will I mislead or deceive potential

voters while campaigning. I will abide by the final election results and decisions of the CSL JRC.

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.

I have read and accept the code of ethics and intend to follow the code to the best of my ability.

Print Your Name: _____ Date: _____

Signature: _____

APPENDIX - G

STATEMENT OF COMMITMENT

STATEMENT OF COMMITMENT

Responsibilities of Members of the California Senior Legislature

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

As a member of the CSL I:

1. Shall be non-partisan.
2. Shall represent the best interests of state-wide California elderly.
3. Shall express the major concerns of the elderly.
4. Shall speak for the CSL on CSL-approved issues only. Otherwise, shall identify myself as a CSL member expressing own personal views.
5. Shall use only CSL - authorized cards and stationery.
6. Shall identify myself as "Senior Senator" or "Senior Assemblymember" or "Senior Assemblywoman" or "Senior Assemblyman." If given "Emeritus" status one should identify themselves as either "Senior Senator – Emeritus" or "Senior Assemblymember/woman/man – Emeritus".
7. Shall accept the responsibility for submitting at least one proposal every two years.
8. Shall accept the responsibility for attending and participating in all meetings of the Annual Session, except when an extreme emergency arises.
9. 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 routinely attend their meetings and report on CSL activities.
10. Shall develop working relationships with my State and National Legislators and their staffs, particularly with my Legislators' District's staffs.
11. Shall develop and maintain a local legislative advocacy program, keeping up a two-way communication with my constituents.
12. Shall activate letter and phone campaigns to support CSL priority proposals.
13. 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.
14. Shall develop and carry out local public relations and publicity for goals established by the CSL.
15. Shall study the Annual Schedule of Suggested Activities and follow this

schedule whenever its items are applicable to my local situation.

16. Shall maintain a professional working relationship with all members of CSL as well as with the Area Agency on Aging and the Advisory Council or Commission on Aging.
17. Shall endeavor to raise funds throughout the year in order to meet the funding needs of CSL for travel and reimbursement of expenses of the Annual General Session and for meetings..
18. Shall promote CSL fund-raising activities on a local and statewide level.

As a member of CSL I acknowledge that:

19. Failure to submit at least one original proposal in any one of two consecutive years constitutes failure to live up to this commitment.
20. **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.
21. All decisions regarding my candidacy, election and/or recall are the responsibility of the CSL JRC and are final and binding.
22. There is no salary connected with this position and that lodging, meals and transportation costs will be furnished for the Annual Session, provided funds are available.
23. Lodging, meals and transportation costs may be furnished for Legislator visits ("Walk the Halls") during the course of the year provided funds are available.
24. Expenses for postage, copying, printing and telephone usage during the year are my responsibility. Transportation costs not referenced above are my responsibility as well.

To Be Signed by the Candidate:

I have read and accept responsibilities noted above and intend to follow these responsibilities to the best of my ability.

Print or Type Your Name: _____ Date: _____

Signature: _____

APPENDIX - H

VOLUNTEER AGREEMENT and WAIVER of LIABILITY

CALIFORNIA SENIOR LEGISLATURE VOLUNTEER AGREEMENT AND WAIVER OF LIABILITY

In consideration of my desire to serve as a volunteer for the California Senior Legislature (CSL), I hereby agree to the following terms:

- I fully understand the nature of the volunteer activities that I will be performing on behalf of CSL and hereby confirm that I am qualified, in good health, and in proper physical condition to participate in such activities.
- I currently have no known mental or physical condition that would impair my capability for full participation as intended or expected of me.
- I hereby assume all responsibility for any and all risk of property damage or bodily injury that I may sustain while participating in any voluntary capacity including the use of equipment and facilities in connection with CSL volunteer duties.
- I acknowledge and agree that CSL, its directors and officers, its volunteers or any of its representatives, are not liable to me for any injuries, damages, liabilities, losses, judgments, costs or expenses which I might suffer or sustain in connection to the performance of my volunteer activities for CSL.
- Further, I, for myself and my heir, executors, administrators and assigns, hereby release, waive and discharge CSL and its officers, directors, employees, agents and volunteers of and from any and all claims which I or my heirs, administrators and assigns ever may have against any of the above for, on account of, by reason of or arising in connection with such volunteer activity or my participation therein, and hereby waive all such claims, demands and causes of action. I will indemnify, defend and hold CSL harmless from and against any claims, lawsuits, injuries, damages, losses, costs or expenses sustained by any person in connection with my participation in CSL activities and elections.
- If I suspend volunteer activities, or upon request, I will promptly return all CSL supplies, equipment, records, moneys and other items in good, clean, serviceable condition. This Agreement is binding upon CSL, CSL representatives, me and my respective heirs, successors, assigns, executors and personal representatives.
- I hereby grant and convey to CSL all right, title and interest in any and all photographic images in which I appear including video or audio recordings, made by CSL or others on CSL's behalf during my volunteer work for CSL, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of California. I agree that in the event that any clause or provision of this

Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

Further, I have carefully read the foregoing Agreement and Waiver and understand the contents thereof and sign this release as my own, free act. I agree to abide by every term specified above and will not dispute or challenge them in any way form or fashion.

Signed on this ____ day of _____, 20____

Printed Name of CSL Volunteer

Signature of CSL Volunteer

APPENDIX - I

REAPPORTIONMENT POLICY

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). This policy will remain in effect until further notice.

Number of Legislators are Apportioned

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

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, Mendocino
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