



INFORMATION FOR STATE EMPLOYEE VOTERS FOR THE ELECTED EMPLOYEE MEMBER OF THE STATE CIVIL SERVICE COMMISSION

CALL FOR THE ELECTION

The term of the present elected employee member of the State Civil Service Commission will expire on April 30, 2017. In accordance with state law, the call for the election will be issued effective January 2, 2017.

WHO IS AN ELIGIBLE VOTER?

Eligible voters consist of classified state employees with permanent status as of close of business on December 3, 2016.

MAKE SURE YOUR CURRENT MAILING ADDRESS ON FILE WITH YOUR HUMAN RESOURCES OFFICE IS UP TO DATE

Ballots will be mailed to voters in early February 2017 to the mailing address provided by their Human Resources Office. In order to be certain to get a ballot if you are a qualified voter, make sure your Human Resources Office has your current mailing address by December 31, 2016.

QUALIFICATIONS FOR THE EMPLOYEE MEMBER OF THE COMMISSION

The classified employee member of the State Civil Service Commission shall be a full time, permanent employee in the classified state service for a period of one year prior to the date on which he qualifies as a candidate. The term is for six years, which will commence on May 1, 2017.

NOMINATION AS A CANDIDATE

Nomination as a candidate for the office of employee member of the Commission shall be by petition of at least one hundred (100) permanent employees in the state classified service. Persons wishing to become a candidate must submit a nominating petition during the filing period, which begins Tuesday, January 3, 2017, and goes through close of business Wednesday, January 11, 2017. No petitions will be accepted before January 3, 2017. If you would like more information about becoming a candidate, go to our candidate information page by clicking here [Information for Candidates for Elected Employee Member of State Civil Service Commission](#)

CONDUCT OF ELECTION

State Civil Service has contracted with a vendor, Election Services Corporation, to conduct the election. State Civil Service will mail ballots directly to eligible voters at the mailing addresses reported by agency appointing authorities. Ballots will be mailed no later than February 6, 2017. Instructions for voting and the position statement/biographical information for all candidates will be included with each ballot. Voting may be accomplished by mailing back the completed paper



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ballot or by telephone or internet using instructions provided with the ballot. Each ballot will have a unique PIN number to identify each voter, and this will be checked as ballots are received to ensure no one votes more than once and that the person casting the vote is a bona fide voter. The final date to cast a vote by telephone or internet will be 5:00 p.m. February 23, 2017. All paper ballots must be physically received by the vendor by close of business February 23, 2017, to be included in the tabulation. Postmarks are not acceptable for receipt date verification. The vendor will collect and tabulate all votes and provide certified results to the Director of State Civil Service within five days of the close of voting, i.e., no later than March 1, 2017. In the event that no candidate receives at least thirty-five percent of the votes cast in the election, there will be a runoff election between the two candidates with the highest numbers of votes.

CAMPAIGNING FOR CANDIDATES

No state funds, state equipment or state services of any kind may be used as part of election efforts. The normal prohibited political activities of Article X of the Louisiana Constitution do not apply to this election. All candidates and persons assisting them in their election efforts may campaign in this election but should obtain permission from appropriate agency officials in order to visit with voters at their work stations or to post, display or distribute campaign information at any agency location. Candidates and other assisting employees must use annual or compensatory leave or leave without pay with approval of their appointing authority when participating in any campaign activity during their work hours. It is within the discretion of the Appointing Authority to deny such permission.

TIMETABLE FOR ELECTION

January 2	Call for election
January 11	Final date to file nomination petition
February 6	Ballots mailed to voters
February 23	Last date to vote electronically or for paper ballot to be received by vendor and included in tabulation
February 24-28	Tabulation of votes
March 1	Last date for vendor to provide Director with certified results [date by statute should be Tuesday, 2/28/17 (no later than 5 days after the close of voting); however, this is a legal holiday. CCP 5059 provides for the action to be completed on the next day that is not a legal holiday (3/1/17)]



March 2	Director provides report of certified results to Secretary of State (If the count is completed earlier than March 1, this date will be moved up accordingly)
March 8-April 11	Runoff election conducted, if necessary
May 1	Elected Commissioner assumes office

LAWS GOVERNING ELECTION

[R.S. 42: 1351-1360](#)

[LAC. 40: XXVII.101](#)

GENERAL CIRCULAR # 2016-036

Announces upcoming election and discusses nomination and voting process.

QUESTIONS ABOUT THE ELECTION

Questions about the election should be directed to:

Commission Election Coordinator
State Civil Service
P. O. Box 94111, Capitol Station
Baton Rouge, LA 70804-9111
E-mail: Election.Coordinator@la.gov
Phone: 225-342-8272