



INFORMATION FOR EMPLOYEE CANDIDATES OF THE STATE CIVIL SERVICE COMMISSIONER ELECTION

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.

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.

[ORGANIZATION, RULES, PROCEDURES AND POWERS OF THE CIVIL SERVICE COMMISSION](#) **[\(Chapter 2 of Civil Service Rules\)](#)**

HOW TO APPLY TO BECOME A CANDIDATE FOR ELECTION TO THE EMPLOYEE MEMBER OF THE COMMISSION

In accordance with state law, the call for this election will be issued effective January 2, 2017. 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. The petition shall be filed with the Director of State Civil Service not later than close of business, January 11, 2017. Nomination petitions will not be accepted prior to January 3, 2017. The official business hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Any challenge to the eligibility of a candidate must be done in accordance with state election law.

During the filing period, which begins Tuesday, January 3, 2017, and continues through close of business Wednesday, January 11, 2017, persons wishing to become a candidate must submit 1) a nomination petition and 2) the personal statement or biographical information they wish to have accompany the ballot if they qualify as a candidate.

For a downloadable version of the nomination petition, click on [Nomination Petition](#). The nomination petition may also be requested by contacting the Election Coordinator by e-mail: Election.Coordinator@la.gov or by writing to Commission Election Coordinator, State Civil Service, P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111. Biographical information



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to accompany the ballot is not submitted on a form; instructions for submitting this information are in the next section.

Although the law requires only 100 signatures of permanent classified employees, it is suggested that applicants for candidacy secure more than 100 because the verification process may reveal that some signatories are not permanent classified state employees. We suggest at least 125 signatures be secured.

Applicants who have submitted nomination petitions will be notified by mail whether they have been qualified as a candidate. An attempt will also be made to telephone them at the phone numbers provided in the candidate information section of the nomination petition.

Completed nomination petitions may be hand delivered or mailed. **Faxed or emailed petitions will not be accepted.**

Hand deliver completed nomination petitions during normal business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday to:

State Civil Service
Claiborne Building, 1201 North Third Street
Third floor, Room 3-280.

OR

Mail completed nomination petitions to:

Commission Election Coordinator
State Civil Service
P. O. Box 94111, Capitol Station
Baton Rouge, LA 70804-9111

If petitions are mailed, they must be physically received at State Civil Service by close of business January 11, 2017. Postmarks are not acceptable for receipt date verification.

GUIDELINES FOR SUBMITTING POSITION STATEMENTS OR BIOGRAPHICAL INFORMATION THAT WILL ACCOMPANY THE BALLOT

Applicants must also submit by close of business January 11, 2017, any personal position statements which may include biographical information that they wish to have included in the election brochure accompanying the ballot if they qualify as a candidate. Positional/biographical



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information must be submitted to State Civil Service no earlier than January 3, 2017, and no later than close of business January 11, 2017. It must be physically received by close of business January 11, 2017. Postmarks are not acceptable for receipt date verification. Qualified candidates who do not submit position or biographical information by the deadline will have their names appear on the ballot with no accompanying biographical information. Applicants may submit the positional/biographical information with their nomination petition or later. However, such information will not be accepted prior to January 3, 2017, or later than close of business January 11, 2017.

The positional/biographical information will be limited to their name as they wish it to appear on the ballot plus 1500 characters. It should be submitted as a Microsoft Word document in an electronic format, and must be in paragraph format (no bullet points or lists). State Civil Service will not change the wording of any biographical information submitted but may change the font, font size, bolding, etc., in order to standardize the format and amount of space given to each candidate.

If delivering or mailing a position statement, the portable storage device, such as a CD or USB flash drive, should be labeled with the words "Elected Commissioner Candidate Biographical Info" and the candidate's name. A printed version of the contents should also be sent with the portable storage device.

Flash drives and CD's may be sent by mail or hand delivered to the same addresses listed above for the nomination petitions. Positional/biographical information sent as an e-mail attachment should be sent to the Election.Coordinator@la.gov.

RESTRICTIONS ON CAMPAIGNING

No state funds, state equipment or state services of any kind may be used as part of your 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.

The Louisiana Board of Ethics has concluded that candidates for the Civil Service Commission are not subject to the Campaign Finance Disclosure Act.



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CONDUCT OF ELECTION

State Civil Service has contracted with a vendor, Election Services Corporation, to conduct the election. However, ballots will be mailed by State Civil Service 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 positional/biographical information for all candidates will be included with each ballot. Voting may be accomplished by mailing back the completed paper 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 (5) days of the close of voting, i.e., no later than 12:00 p.m. on 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.

FINANCIAL DISCLOSURE FOR CERTAIN ELECTED OFFICIALS

Louisiana State law requires that each member of the State Civil Service Commission files a financial disclosure statement with the Louisiana Board of Ethics by May 15th of each year during which the commissioner holds such office. Financial disclosures must be submitted with an affidavit certifying that the statement is true and correct to the best of the submitter's knowledge, and such statements shall be considered a public record, subject to the provisions of Chapter 1 of Title 44 of the Louisiana Revised Statutes of 1950. The financial disclosures will contain information regarding all financial interests and income of the individual as well as those of the individual's spouse.



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TIMETABLE FOR ELECTION

January 2	Call for election
January 11	Final date to file nomination petition
January 12-February 5	Vendor prepares ballots and brochures with candidate info
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](#)

LAWS REGARDING FINANCIAL DISCLOSURE

[R.S. 42: 1124.2.1](#)



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[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, Department of State Civil Service, P. O. Box 94111, Capitol Station, Baton Rouge, LA 70804-9111; e-mail: Election.Coordinator@la.gov; phone: 225-342-8272.