

# **Grizzly Flats Community Services District**

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## **Election Procedures and Deadlines**

### **Elections for Board of Directors and Oath of Office**

GFCSD's Board of Directors is elected by registered voters within the District's boundaries. The District holds odd year elections for selected seats on the Board. Directors are usually elected to four (4) year terms unless otherwise stated. The District's elections are organized and published through the El Dorado County Elections Department.

Individuals who are elected to the Board of Directors shall take office at Noon on the 1<sup>st</sup> Friday in December following the election. Individuals who are appointed take office when they are sworn into office. The Oath of Office shall be administered by the Board Secretary. Oaths may be taken as schedules allow or at a Board meeting. If the oath is taken outside of a meeting, the Board Secretary shall report as such at the next regular Board meeting. The Oath of Office form, provided by the El Dorado County Elections Department, shall be signed by the Director and the Board Secretary. A copy is kept on file at the District office and the original is sent to the El Dorado County Elections Department.

The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of The Brown Act.

### **Filling of Vacancy(s) on the Board**

From time to time, a vacancy may occur on the Board for a variety of reasons. This policy is established to provide general guidelines and procedures for filling a vacancy on the Board. Under Government Code §1780, the District has a total of sixty (60) days in which to take action.

Upon being informed of the resignation or death of a member of the Board, the Board of Directors shall consider how to act to fill the vacancy, either by appointment or by calling a special election. The District shall notify the El Dorado County Elections Official of the vacancy no later than fifteen (15) days after the District Board is notified of the vacancy.

In cases where the Board decides to appoint a replacement to the Board, the District may publish a public notice of a vacancy and the process for considering candidates. The Board may establish an application and interview process including requiring a resume or application form detailing qualifications and experience of the candidates. The District shall post the notice of vacancy in at least three conspicuous places in the District at least fifteen (15) days before the Board makes an appointment. If the Board makes an appointment, the District shall notify the El Dorado County Elections Official within fifteen (15) days.

The Board may review and invite those candidates that a majority of the Board determines are the most qualified of all of the candidates for an interview before the Board at a public noticed meeting. The Board may then consider the interviewed candidates and vote to determine if a majority of the Board can agree on a selected replacement candidate. A Director appointed to fill a vacancy that occurs the first half of a term of office and at least 130 days prior to the next general district election shall serve until the next scheduled election that takes place at least 130 days after the vacancy, and thereafter until the duly elected Director has been qualified. A Director appointed to fill a vacancy that occurs during the first half of a term of office but less than 130 days prior to the next general district election, or that occurs during the second half of a term of office, shall serve until the expiration of the term of office.

If the Board of Directors chooses to call a special election, the Board must do so within sixty (60) days of notification of the vacancy or the effective date of the vacancy, whichever is later. All costs for any election shall be identified for consideration by the Board in making the decision of appointment or election.

If the Board fails to take action within sixty (60) days or if there is a lack of a quorum to take action, Government Code §1780 provides that the El Dorado County Board of Supervisors may appoint a successor to fill the vacancy.