

JIM McCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

RYAN RONCO
ASSISTANT RECORDER-REGISTRAR



2956 RICHARDSON DRIVE
AUBURN, CA 95603

MAILING ADDRESS:
P.O. Box 5278
AUBURN, CA 95604

PLACER COUNTY CLERK-RECORDER-ELECTIONS

Dear Board Secretary:

Enclosed please find the necessary forms and documents for you to complete the process of filling the vacancy on your Board of Directors.

California Government Code Section 1780 (enclosed) stipulates that the remaining board members have 60 days from the date of the resignation to appoint a new director. If an appointment is not made within the 60-day time frame, the Board of Supervisors has 30 days to appoint. If the Board of Supervisors fails to appoint within the 90-day time frame, the district must call for a special election to fill the vacant position.

Government Code 1780 also explains the need to publicly post a notice of the vacancy. There is no requirement to publish the notice in a newspaper, but you may do so as a courtesy to the residents of your district if you wish.

You should complete the Statement of Facts and Addendum. The original Statement of Facts should be forwarded to the Secretary of State. The Addendum and one copy of the Statement of Facts need to be forwarded to our office.

A Form 700 should be given to the appointed Director as an Assuming Office Statement. The resigning Director should also complete and file a form 700 with our office within 30 days of leaving office. Information and forms are available at the Fair Political Practices Commission Website at www.fppc.ca.gov

After your new board member is appointed, please complete, sign and administer the Oath of Office. The elected/appointed official must also sign it. After administering the Oath, please keep the original, give one copy to the new board member, and return one copy to us. Please note that all copies of the Oath need original signatures for your files. If you have, any questions call our office at 530-886-5650.

Sincerely,

Jim McCauley
Clerk-Recorder-Registrar of Voters

Sam Kipp
Candidate Services

Enc: Certificate of Appointment and Oath of Office, Government Code, Statement of Facts and Addendum

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 1780

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.



State of California Secretary of State

STATEMENT OF FACTS ROSTER OF PUBLIC AGENCIES FILING (Government Code section 53051)

(Office Use Only)

Instructions:

1. Complete and mail to: Secretary of State,
P.O. Box 942877, Sacramento, CA 94277-0001 (916) 653-3984
2. A street address must be given as the official mailing address or as the address of the presiding officer.
3. Complete addresses as required.
4. If you need additional space, attach information on an 8½" X 11" page, one sided and legible.

New Filing Update

Legal name of Public Agency: _____

Nature of Update: _____

County: _____

Official Mailing Address: _____

Name and Address of each member of the governing board:

Chairman, President or other Presiding Officer (Indicate Title): _____

Name: _____ Address: _____

Secretary or Clerk (Indicate Title): _____

Name: _____ Address: _____

Members:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

RETURN ACKNOWLEDGMENT TO: (Type or Print)

NAME []

ADDRESS []

CITY/STATE/ZIP []

_____ Date

_____ Signature

_____ Typed Name and Title

ADDENDUM TO STATEMENT OF FACTS

Please send to Placer County Elections Division
Along with a copy of the Statement of Facts

District Name: _____

Telephone #: _____

Email: _____

Day/Time/Place of Board Meetings: _____

BOARD MEMBER (First, Last)	TRUSTEE AREA (If applicable)	Address	TELEPHONE NUMBER	YEAR TERM EXPIRES
		Residence:		
		Mailing:		
		Residence:		
		Mailing:		
		Residence:		
		Mailing:		
		Residence:		
		Mailing:		
		Residence:		
		Mailing:		
		Residence:		
		Mailing:		

Please check the appropriate box below. Directors are:

- Qualified and elected at large.
- Qualified by division/ward/trustee area, and elected at large.
- Qualified and elected by division/ward/trustee area.

BOARD MEMBERS RESIGNATIONS SINCE LAST REPORT	EFFECTIVE DATE	APPOINTED REPLACEMENT NAME	EFFECTIVE DATE

