

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:

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

California Public Utilities Code Section 11865 (enclosed) explains the need to post a notice of the vacancy. You are required to post in three or more conspicuous places in the District at least 15 days before the appointment is made. 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. The original should be forwarded to the Secretary of State. One copy of the Statement of Facts and the Addendum needs 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 Certificate of Appointment and Oath of Office form. The 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 in the envelope enclosed. Please note that all copies of the Oath need original signatures for your files.

Please call me at 530-886-5650 if you have any questions.

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
PUBLIC UTILITIES CODE
SECTION 11861-11865

11861. The directors elected at the formation election shall hold their respective offices only until the first day of January next following the next general election and until their successors are elected and qualified.

11862. Of the directors elected at the first election following the formation election, those three elected by the highest vote shall hold office for four years, and the other two for two years, and until their successors are elected and qualified. Thereafter, at each biennial general election, a number of directors corresponding to the number whose terms of office expire shall be elected for the term of four years.

11863. Directors elected at the formation election shall enter upon their official duties immediately upon the filing of the order declaring the result of the election with the Secretary of State, after qualifying according to law. The terms of directors elected after the formation election shall commence on the first day of January next following their election.

11865. Vacancies on the board shall be filled as provided in this section:

(a) The remaining board members may fill the vacancy by appointment until the next district general election that is scheduled 90 or more days after the effective date of the vacancy.

The appointment shall be made within a period of 60 days immediately subsequent to the effective date of such vacancy. A notice of such vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made.

In lieu of making an appointment, the remaining members of the board may within 60 days of the vacancy call a special election to fill the vacancy. The person elected at such special election shall hold office for the remainder of the term in which the vacancy occurred.

(b) If the vacancy is not filled by appointment as provided in subdivision (a), or if the board has not called for an election within 60 days of the vacancy, 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 fill the vacancy by appointment within 90 days of the effective date of the vacancy or may order the district to call a special election to fill the vacancy.

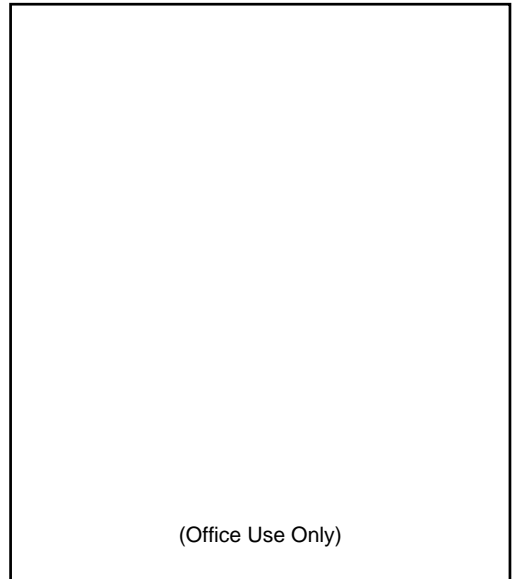
(c) If within 90 days of the effective date of the vacancy, the remaining members of the board or the appropriate board of supervisors have not filled the vacancy by appointment and no election has been called for, the district shall call a special election to fill the vacancy.

(d) A person elected at an election to fill a position to which an appointment was made pursuant to this section shall take office immediately upon issuance of the certificate of election by the secretary of the district, after qualifying according to law, and shall hold office for the remainder of the term in which the vacancy occurs.



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 [_____]

_____ Date

ADDRESS [_____]

_____ Signature

CITY/STATE/ZIP [_____]

_____ 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

