

# Appointment in Event of Board Vacancy

## B-70

**PURPOSE:** This policy determines when a Board vacancy occurs and sets forth procedures to fill the vacancy.

**B-70-10 How a Vacancy Occurs.** A vacancy on the Board exists when a Board Member resigns, is impeached or recalled, dies or, without excuse, fails to discharge the duties of office for three consecutive months without specific action of the Board to extend.

**B-70-20 Applications.** After a vacancy exists, the Board shall request applications from the public and announce a schedule for the application period and a date when applicants will be interviewed by the Board in open public session.

**B-70-30 Resumes.** Applicants shall complete a District form and may attach a resume and submit it to the Secretary of the Board within the specified application period.

**B-70-40 Majority Vote.** The appointment to fill the vacancy shall be by majority vote.

**B-70-50 Election.** If the vacancy is not filled by appointment, the Board shall call an election within 60 days of the vacancy in concurrence with the County Registrar of Voters.

B-70-60 Board of Supervisors. **If the Board fails to fill the vacancy by appointment and fails to call an election within 60 days of the vacancy occurring, the District shall turn the matter over to the Contra Costa County Board of Supervisors for a decision on an appointment or the calling of an election to fill the vacancy.**