

 <p>MORONGO BASIN HEALTHCARE DISTRICT</p>	<p>DEPARTMENT / MANUAL: ADMINISTRATIVE MANUAL</p>
<p>ORIGINAL DATE: OCTOBER 2022</p>	<p>REVIEW & REVISION DATES:</p>
<p>TITLE: FILLING VACATED SEAT ON THE BOARD OF DIRECTORS</p>	<p>APPROVED BY:</p> <p>ADMIN: <u>Allen Yarbey</u> Date: <u>10/06/22</u></p> <p>CEO: <u>L. Schwall</u> Date: <u>10/6/22</u></p> <p>GOVERNING BOARD: <u>Misty Don Em</u> Date: <u>10/6/2022</u></p>

PURPOSE

To define the process to fill a vacated seat on the Board of Directors.

POLICY

Based on California Government Code, Division 4 Public Officers and Employees, Section 1780, the Board of Directors will fill the vacated seat by appointment or by election.

California Government Code supersedes this policy.

PROCEDURE

1. The resignation of a board member will be placed on the next regular business meeting agenda and accepted.
2. The Board Clerk will inform the county elections official in writing 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. (Section 1780.b)
3. The Board Clerk shall post a Notice of Vacancy in three or more conspicuous places in the district at least 15 days before the Board of Directors makes the appointment. (Section 1780.c)
 - A. Candidates will submit a statement of qualifications as specified in the Notice of Vacancy. The statement of qualifications will be attached to the meeting agenda.
 - B. The Board Clerk will redact for publication personal information, such as address, personal contact information to protect candidate privacy.
4. The Board of Directors may call a special meeting to interview qualified candidates for appointment or may conduct the interview in a regular business meeting. The appointment to fill the vacant seat will be made at that scheduled meeting and the appointee will assume the seat immediately.
 - A. Candidates will be interviewed in open session.
 - B. If there are multiple applicants for the appointment, candidates will be asked to step out of the meeting while each is individually interviewed by the Board of Directors. This is to prevent a candidate having advantage over another during the interview process.
5. The remaining members of the district board shall make the appointment 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. Such appointment shall follow California Government Code, Division 4. (Section 1780.c)
6. The Board Clerk shall notify the county elections official of the appointment no later than 15 days after the appointment. (Section 1780.c)