



# CAYUCOS SANITARY DISTRICT

200 Ash Avenue  
P.O. Box 333, Cayucos, California 93430-0333  
www.cayucosd.org  
805-995-3290

## BOARD VACANCY PROCEDURES

The District shall notify the county elections official of the vacancy no later than 15 days following either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.

The remaining District Board members have 60 days immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy by appointment or by calling a special election.

### Appointment to Fill Vacancy

1. The Board must post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the appointment is made.
2. The Board must notify the county elections official of the appointment no later than 15 days after the appointment is made.
3. If the vacancy is not filled by the Board, or if the Board has not called an election within 60 days of the later of the date the Board is notified of the vacancy or the effective date of the vacancy, the County Board of Supervisors may fill the vacancy by appointment within 90 days of the vacancy, or the Board of Supervisors may order the District to call an election to fill the vacancy.
4. If within 90 days of the later of the date the District Board is notified of the vacancy or the effective date of the vacancy, the remaining members of the District's Board or the Board of Supervisors have not filled the vacancy and no election has been called for, the District Board must call an election to fill the vacancy.

The person appointed 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 elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office is due to expire following the next general District election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of his or her predecessor.

The person appointed must take the Oath of Office. The appointee keeps the original, a copy is mailed to the County Clerk, and the District keeps a copy.

The person appointed must complete a Statement of Facts Roster of Public Agencies Filings and the District sends a copy to:

Secretary of State  
PO Box 942877  
Sacramento, CA 94277-0001

SDRMA  
1112 I Street, Ste 300  
Sacramento, CA 95814-2865

County Clerk-Recorder  
1055 Monterey St, D120  
SLO, CA 93408