

**POLICY NO. XIII –ELECTION PROCEDURES, CANDIDATE FILINGS &
REPLACING VACANCIES**

ELECTION PROCEDURES.

A. Board Seats/Zones: The District is governed by a Board made up of five (5) citizens who are registered to vote living within the District. The District is divided into five (5) separate Zones. One Board member residing in each Zone is elected to represent that Zone.

B. Election Dates: The District shall hold its general elections consolidated with the statewide general election on the first Tuesday after the first Monday in November of each even-numbered year.

C. Plurality Election: The candidate receiving the most votes in each Zone, even if not a majority, shall be elected. If a tie is the result, the election shall be decided by a coin toss at the next following Board meeting.

D. Term: Unless a result of filling a vacancy, all Board terms shall be four (4) years.

E. Term Conclusion: Terms for those Board members whose term in office has concluded shall run out on the later of either when a successor qualifies or the first Thursday in December following the election.

CANDIDATE FILINGS

A. Qualified Candidate: All registered voters within in each Zone are qualified to run for a Board seat within their particular Zone.

B. Rules and Regulations for Running for Office: Interested candidates for Board positions are directed to the Tulare County Elections Office for information and materials regarding the rules and regulations related to running for a Board seat.

REPLACING VACANCIES

A. Creation of Vacancies: Vacancies can be created in one of the following manners:

- i. A Board member missing three (3) consecutive meetings;
- ii. A Board member misses three (3) of five (5) consecutive meetings and the Board declares the seat “vacant”;
- iii. The Board member resigns;
- iv. No candidate is elected to fill the particular seat representing the Zone.
- v. The candidate is recalled by electors in their Zone.
- vi. The Board member is removed for cause by the remainder of the Board

No vacancy is official until acknowledged by a resolution of the remainder of the Board.

B. Methods of Filing Vacancies: There are three methods of filling a vacancy on the Board:

- i. Call a special election;
- ii. The Board selects a qualified candidate to fill the seat from the Zone which is now vacant; or,

- iii. Allow the Tulare County Board of Supervisors to fill the seat.

C. Call a Special Election: Within sixty (60) days of confirming the vacancy by resolution, the remaining Board may decide to call a special election. The resolution shall inform the Tulare County Election Department of the decision to call the special election. The election will be held on next available of the following dates (as long as they are at least one hundred thirty (130) days prior to that election date):

- i. The second Tuesday of April in even-numbered years.
- ii. The first Tuesday after the first Monday in March of each odd-numbered year.
- iii. The first Tuesday after the first Monday in June in each year.
- iv. The first Tuesday after the first Monday in November of each year.

Any expenses related to the special election incurred by the Tulare County Elections Office shall be reimbursed by the District.

D. To appoint a new Board member, the Board shall do the following:

- i. The resolution declaring the seat vacant shall state that it is its intent to appoint a replacement Board member from the Zone which now has the vacancy.
- ii. The Board shall have sixty (60) days from the date of the vacancy resolution to appoint a new Board member.
- iii. The resolution shall direct the Board clerk to do the following:
 - a. Within fifteen (15) days of the resolution inform the Tulare County Election's Department of the vacancy and the Board's intent to fill the vacancy.
 - b. To have posted a notice in at least three conspicuous public places within the particular Zone informing the public of the following:
 - 1. The name of the District.
 - 2. The fact that a position is vacant and will be filled by the Board.
 - 3. The length of the term (see subsection d. below).
 - 4. A map showing the location of Zone.
 - 5. The qualifications to serve on the Board.
 - 6. The time, date and location of the meeting when the new representative of the Zone will be named.
 - 7. The name of a person that can be contacted with questions along with contact information.
 - 8. The notice must be posted at least fifteen (15) days prior to the meeting at which the new Board member will be appointed.
 - c. To notify the Tulare County Elections Department not later than fifteen (15) days after the appointment of the new Board member.
 - d. The appointed Board member shall have the following term in office:

1. If the vacancy occurs in the first two years of the term in office and more than one hundred thirty (130) days before the regularly scheduled Board election, then the term will conclude with the election of a new Board member at the next general election.

2. If the vacancy occurs at any time within one hundred thirty (130) days of the next regularly scheduled Board election, then the person shall serve the full remainder of the person they are replacing's term.

The County of Tulare Board of Supervisors appoints a new Board member: If the board fails to either call an election or appoint a new Board member as set forth above then the Tulare County Board of Supervisors shall either fill the vacant position or call an election as set forth above to fill the vacancy.