

**CHECKLIST FOR FILLING VACANCY  
ON ELECTED BOARD OF SPECIAL DISTRICT  
BY APPOINTMENT**  
(Gov. Code, §1780)

EVENT/ACTION	EVENT/DEADLINE
1. Date on which district board was officially notified of vacancy, or effective date of vacancy, whichever is <u>later</u> .	_____
2. Notify Registrar of Voters office of vacancy within 15 days after date in step 1. Send copy of letter to Board of Supervisors (or other appointing authority). (See sample letter.) <sup>1</sup>	_____
3. District board may fill vacancy by appointment. <sup>2</sup> Must take action within 60 days after date in step 1. <ul style="list-style-type: none"> <li>• If Board wishes to appoint: must post notice of vacancy in three or more conspicuous places in district at least 15 days before the Board makes appointment. (See sample notice).</li> <li>• Check with the Registrar of Voters office to be sure potential appointees are eligible for office (registered voter, etc.).</li> <li>• If Board appoints: notify the Registrar of Voters office within 15 days after appointment. (See sample letter).</li> </ul>	_____ _____ N/A _____
4. If district board is unable to appoint before 60-day period expires, advise Registrar of Voters office immediately. (See sample letter.)	_____
5. Board of Supervisors (or other appointing authority) may fill vacancy by appointment. <sup>3</sup> Must take action within 90 days after date in step 1 (i.e., within 30 days after district board's deadline).	_____

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<sup>1</sup> These procedures apply to California water districts even though they are landowner-elected and have their own elections official. (Wat. Code, § 34707.5.)  
<sup>2</sup> Alternatively, district board may call election. Election procedures not discussed in this checklist. Contact Registrar of Voters if district board wishes to call election to fill vacancy.  
<sup>3</sup> Alternatively, BOS (or other appointing authority) may order district to call election. Election procedures not discussed in this checklist.