

**NOTICE TO BOARD OF SUPERVISORS
THAT DISTRICT WAS UNABLE TO TAKE ACTION
TO APPOINT TO ELECTED POSITION**

[Gov. Code §1780 (f)]

[District Letterhead]

[date – as soon as possible after last board meeting during 60-day period]

Tulare County Board of Supervisors
c/o Clerk of the Board
2800 W. Burrel Ave.
Visalia, CA 93291

Re: Vacancy on Board

Dear Ms. Benton:

As you know, there is a vacancy on the Board of Trustees [Directors] of the _____ District due to the [brief description of facts and date, e.g., "death of Board Member _____ on _____"]. The date on which the District Board was notified of the vacancy or the effective date of the vacancy, whichever was later, was _____ [insert date].

Please be advised that the District Board was unable to take action within 60 days from this date to either appoint someone to fill the vacancy, or to call an election.

Accordingly, the District hereby requests that the Board of Supervisors appoint someone or order the District to hold an election. As you know, the Board of Supervisors only has another 30 days, or 90 days from the above date, to take action.

Very truly yours,

[Appropriate District official]

cc: Tulare County Registrar of Voters
5951 S. Mooney Blvd.
Visalia, CA 93277