

*[Sample Notice of Vacancy]
[Gov. Code, §1780, as amended effective Jan. 1, 2023]
[Must be posted in three or more conspicuous places in the district.]*

NOTICE OF VACANCY

BOARD OF DIRECTORS/TRUSTEES

_____ DISTRICT

The public is hereby notified that a position on the Board of Directors/Trustees of the _____ District [became/will become] vacant on _____, 20__, due to the _____ [list reason, e.g., "resignation of"] Board Member _____. The term will expire on _____ [insert date – usually first Fri. in Dec. of even-numbered year].

Anyone interested in applying for the vacancy must be [describe qualifications, e.g., a registered voter residing in the District], and should contact [person & phone no./email/etc.] for more information, or may submit a letter of application to the District at [address].

The District board plans to appoint someone to the vacancy on _____, 20__ [at least 15 days after posting notice of vacancy], so applications should be submitted before that time.