

**SAMPLE NOTICE TO REGISTRAR OF VOTERS  
OF APPOINTMENT BY DISTRICT BOARD**

[Gov. Code, §1780 (d)(1)]

**[District letterhead]**

[date – no later than 15 days after appointment made]

Michelle Baldwin  
Tulare County Registrar of Voters  
5951 S. Mooney Blvd.  
Visalia, CA 93277

Re: Appointment to Fill Vacancy on Board

Dear Ms. Baldwin:

As you know, there was 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 \_\_\_\_\_"]. Mr./Ms. \_\_\_\_\_'s term of office was [four-year term, e.g., "2020-2024"].

Please be advised that at its meeting of \_\_\_\_\_, the Board appointed \_\_\_\_\_ [full name], of \_\_\_\_\_ [full contact info] to fill the vacancy.

**[Version 1:]**

Since the vacancy occurred in the first half of Mr./Ms. \_\_\_\_\_'s term of office, and at least 130 days prior to the next General District Election, it is the understanding of the District that Mr./Ms. \_\_\_\_\_ [appointee] will hold office until the mid-term election, and that the position will go back on the ballot for a short term at that time. It is the District's further understanding that Mr./Ms. \_\_\_\_\_ is eligible to run, and that if he/she does not run, he/she will only hold office until the person elected to fill the vacancy qualifies. Finally, it is the District's understanding that the person elected at the mid-term election will hold the office for the unexpired balance of the term.

**[Version 2:]**

**[version a:]** Since the vacancy occurred in the first half of Mr./Ms. \_\_\_\_\_'s term of office, but less than 130 days prior to the next General District Election,

**[version b:]** Since the vacancy occurred in the second half of Mr./Ms. \_\_\_\_\_'s term of office, it is the District's understanding that Mr./Ms. \_\_\_\_\_ [appointee] will hold the office for the balance of the unexpired term.

Thank you for your attention to this matter.

Very truly yours,

[Appropriate District official]

cc: Tulare County Board of Supervisors  
2800 W. Burrel Ave.  
Visalia, CA 93291