



Filling Mid-Term Board Seat Vacancy

Policy: A mid-term Board vacancy will be filled in full compliance with Government Code, Section 1780 and Health and Safety Code 32100.

Procedure:

When a vacancy becomes known, the Board will determine, at a regular or special meeting, whether to fill the vacancy by appointment or call for a special election.

Appointment to Fill Vacancies:

1. The District Staff will notify the county elections official of the vacancy no later than 15 days after either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
2. The District Staff will post the Notice of Vacancy at least 15 days before the Board makes the appointment. The notice shall be posted in three conspicuous places; the District office, the District's website, and in one or more daily newspapers circulated in the District.
3. Persons interested in the position will fill out an application, submit a resume, and a statement explaining their interest in the position. The candidate will also sign an acknowledgement that they will be subject to the District's Conflict of Interest Policy and required to file Statements of Economic Interest.
4. The Board Chair shall appoint an Ad Hoc Nominating Committee of two Board members and the CEO (non-voting) with the charge of reviewing all applications, interviewing all applicants, and bringing a recommendation to the full Board for consideration.
5. The Board will appoint a replacement within 60 days either after the date on which the Board is notified of the vacancy or the date which the vacancy becomes effective; whichever is later. If necessary, the Board will call a special meeting to make the

appointment within the 60-day deadline.

6. The person appointed shall be a registered voter residing in the District with experience in either healthcare or local community matters and be committed to and have an understanding of the State's legislated mandate for healthcare districts, and PHCD's mission, vision, values, and strategic priorities.

Elections to Fill Vacancies:

1. The District Staff will notify the county elections official of the vacancy no later than 15 days after either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later.
2. In lieu of making an appointment the Board shall within 60 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.
3. The Board of Directors will approve a resolution within 60 days of the date the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later to establish the following:
 - To call for a special election
 - Whether the candidate's statement will be limited to 200 words or 400 words,
 - Whether the candidate or the district will pay for the candidate's statement.
4. The District CEO or his/her designated elections liaison will be responsible for receiving, completing and delivering all necessary documentation to the County Elections Office.
5. The District CEO or his/her designated elections liaison will contact the Elections Office to determine the cost per voting constituent. Election costs will be added to the Operating Budget.
6. The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election. In accordance with Chapter 1 (commencing with section 1000) of Division 1 of the Elections Code, a regular election is defined as:
 - a) The second Tuesday of April in each even-numbered year
 - b) The first Tuesday after the first Monday in March of each odd-numbered year.
 - c) The first Tuesday after the first Monday in June of each year.
 - d) The first Tuesday after the first Monday in November of each year.