

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

Event/Action	Event/Deadline
1. Date on which district board was notified of vacancy or effective date of vacancy, whichever is <u>later</u> .	_____
2. Notify County Registrar of Voters of vacancy within 15 days after date in step 1. Send copy of letter to BOS (or other appointing authority).	_____
3. District board may fill vacancy by appointment. <sup>1</sup> Must take action within 60 days after date in step 1.	_____
If board wishes to appoint: must post notice of vacancy in three or more conspicuous places in district at least 15 days before board makes appointment.	_____
Check with Registrar of Voters to be sure potential appointees are eligible for office (registered voter, etc.)	N/A
If board appoints: notify Registrar of Voters within 15 days after appointment.	_____
4. If district board does nothing, advise BOS (or other appointing authority) immediately. Send copy of letter to Registrar of Voters.	_____
5. BOS (or other appointing authority) may fill vacancy by appointment. <sup>2</sup> Must take action within 90 days after date in step 1 (so 30 days after district board's deadline).	_____
6. If BOS (or other appointing authority) does nothing, district board must call election to fill vacancy.	N/A

<sup>1</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>2</sup> Alternatively, BOS (or other appointing authority) may order district to call election. Election procedures not discussed in this checklist.