

**CHECKLIST FOR RESIGNING  
FROM SPECIAL DISTRICT BOARD**

**(Gov. Code, § 1750)**

*(Statutes as effective Jan. 1, 2019)*

1. Resignation must be in writing.
2. Resignation document must be filed with body or board that has authority to fill the vacancy.

- a. For an elected position:

The resignation document is usually filed with the district board, through its clerk or secretary.

- b. For an appointed position:

The resignation document is usually filed with the Board of Supervisors, through its Clerk:

Melinda Benton  
Chief Clerk  
Board of Supervisors  
County of Tulare  
2800 W. Burrell Ave.  
Visalia, CA 93290

3. Effective date of resignation may be deferred.

Note: while there is no maximum deferral date for special district boards, a school board member may not defer the resignation more than 60 days after filing.<sup>1</sup> This is a good “rule of thumb” for a special district board member to follow.

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<sup>1</sup> Ed. Code, § 5091, subd. (a).