

**NOTICE TO BOS OF VACANCY
IN APPOINTED POSITION**

(Gov. Code, § 1779)

[District letterhead]

[date]

Melinda Benton
Chief Clerk
Board of Supervisors
County of Tulare
2800 W. Burrell Ave.
Visalia, CA 93291

Re: Vacancy on Board

Dear Ms. Benton:

Please be advised that _____, a member of the _____
District Board of Trustees

[describe facts and date – “passed away on _____,” or “resigned effective
_____, or “has submitted a resignation which will become effective on
_____,” etc.].

It is our understanding that his/her term is scheduled to expire in December _____.
Please advise us if this is incorrect.

The Board understands that the Board of Supervisors is the appointing authority
for this position on the District board. Please ask the Board to appoint a qualified person
to the vacancy as soon as possible.

Very truly yours,

[Appropriate District official]

cc: Supervisor, District ____ [where territory of dist. is]