

**NOTICE TO BOARD OF SUPERVISORS
WHEN NUMBER OF BOARD MEMBERS
FALLS BELOW QUORUM**

(Gov. Code, § 1780, subd. (h))

[District letterhead]

[date – anytime]

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

Re: Vacancies on Board

Dear Ms. Benton:

As you know, the _____ District has a _____ [no. of members] -member Board of Trustees [Directors]. Please be advised that the number of board members has fallen below a quorum, as described below:

[describe details, e.g.:

[_____ (2016-2020 term) remains in office.

[No one ran for the other 2016-2020 position, and the position was not filled by appointment. The position went back on the ballot in 2018, but no one ran for the short term either, and the position was not filled by appointment.

[_____ (2018-2022 term) remains in office.

[_____ (2018-2022 term) resigned effective _____ [date].

[No one ran for the other 2018-2022 term, and the position was not filled by appointment.]

Accordingly, the District hereby requests that the Board of Supervisors appoint enough board members to provide the District with a quorum.

Thank you for your attention to this matter.

Very truly yours,

[Must be signed by District secretary or a
remaining board member]

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

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