

**NOTICE TO COUNTY REGISTRAR OF VOTERS  
OF VACANCY IN ELECTED POSITION  
(Gov. Code, § 1780, subd. (b))**

[District letterhead]

[date – no later than 15 days after triggering event]

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

Re: Vacancy on Board

Dear Ms. Baldwin:

Please be advised that \_\_\_\_\_, a member of the \_\_\_\_\_  
District Board of Trustees [Directors]

[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 schedule to expire in December \_\_\_\_.  
Please advise us if this is incorrect.

The Board understands that it has 60 days from the date on which the district board was notified of the vacancy or the effective date of the vacancy, whichever is later, to either appoint someone to fill the vacancy, or to call an election. The Board also understands that if it is unable to take either action within 60 days, the Board of Supervisors will then have 30 days to appoint someone or order the District to hold an election. Therefore, the District will notify you of the Board’s action (or its inability to take either action) promptly.

Very truly yours,

[Appropriate District official]

cc: Tulare County Board of Supervisors  
[2800 W. Burrel Ave.  
Visalia, CA 93291]