

[landowner-elected district]
[district letterhead]

[date – 80-70 days before general district
election]

Tulare County Board of Supervisors
Attn.: Melinda Benton, Clerk to the Board of Supervisors
2800 W. Burrel Ave.
Visalia, CA 93291

Re: Request for appointment to board in lieu of election

Dear Ms. Benton:

Attached please find the certification of the district's elections official under Elections Code section 10515.

[Add as applicable:]

The district had one person file a declaration of candidacy for [each of] the following office[s] on the board. Accordingly, the district requests that the Board of Supervisors appoint this/these candidate[s] at a regular or special meeting held prior to the Monday before the first Friday in December¹:

Name
Contact info
Division or area, if applicable
Full or short term, with ending date

[repeat as needed]

[and/or]

The district did not have any person file a declaration of candidacy for [any of] the following office[s] on the board:

Division or area, if applicable
Full or short term, with ending date

[repeat as needed]

¹ Most special districts should use this date; water conservation districts should replace this date with "before the first Tuesday in February."

The district requests that the Board of Supervisors appoint any person who is qualified as of the date when the election would have been held. The district will encourage interested persons to complete the application form on the Board of Supervisors' website.

Thank you for your attention to this matter.

Sincerely,

[appropriate district official]

Enc.: Certification of elections official