

## **Appointments to the NIHD Board of Directors**

When the Board of Directors (BOD) is notified of a vacancy or upcoming vacancy the BOD shall determine at a regular or special meeting whether to fill a vacancy by special election or appointment. The following procedures shall apply if the BOD decides to fill the vacancy by appointment. Gov. Code 1780(a)

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the BOD is notified of the vacancy or the effective date of the vacancy, whichever is later. The BOD must first post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made.

Persons interested in the position shall submit an "Application for Appointment to a Special District Vacancy" and will be required to complete Form 700, "Statement of Economic Interests" form. Applications shall be available at the District Administration Office. Interested persons shall acknowledge they will be subject to the District's Conflict of Interest Policy.

The BOD shall appoint an Ad Hoc committee of two board members to interview all applicants and bring a recommendation to the full BOD for consideration. The district has 60 days from the date the BOD is notified of the vacancy or the effective date of the vacancy, whichever is later to fill the vacancy by appointment or call a special election. If necessary, the BOD shall call a special meeting to make the appointment within the 60-day deadline. The BOD must notify the county elections official of the appointment no later than 15 days after the appointment is made.

The appointed person shall hold office until the next November general election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. If the term of office left vacant is due to expire following the next November general election and that election is scheduled 130 or more days after the date the county election official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term of their predecessor.