

# El Dorado County Fire Protection District Standard Operating Guideline

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**Article: 11 Board of Directors**

**Policies and Procedures**

Adopted:

**Section: 5 Filling Board of Director Vacancy**

Revised:

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## **Purpose:**

To ensure the District provides broad and timely public outreach; to allow for the greatest opportunity and lead-time for community involvement in the process of filling vacancies within the Fire District Board of Directors when vacancies occur outside of normal election cycles.

## **Definitions:**

Conspicuous Locations are locations within or around the Fire District, including locations such as: fire stations, community centers, community bulletin boards. Conspicuous locations may also include the fire district website and social media platforms; local community groups such as fire safe councils and Chamber of Commerce; local newspapers and publications.

### **11.5.1**

El Dorado County Fire Protection District will follow California Government Code Section § 1770-1782 when a Director's office becomes vacant before an elected term expires.

11.5.2 The district shall notify the County elections department of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

11.5.3 The remaining members of the district board shall make the appointment within 60 days of either the date on which the district board is notified of the vacancy or the effective date, whichever is later.

11.5.4 The district shall post the vacancy for a minimum of 15 days, at three or more conspicuous locations within the district, adhering to California Government Code Section § 1770. The posting should describe the position, duties, benefits, and application process.