

Attachment A: Tentative Timeline for a Potential Appointment Process to Fill Board Ward 4 Vacancy

Action	Date	Source	Notes
Notification of vacancy	August 9, 2024		
Board considers whether to fill vacancy by appointment	September 3, 2024		
If Board votes in favor of filling vacancy by appointment, Board President “shall” appoint a 3-member committee to screen and recommend to Board at least 3 candidates, or consider a “caretaker”	No deadline provided	Board Operating Guidelines (BOG) section 2.1.3	In the past, the appointment process has taken 3 to 6 months
Post Notice of Vacancy in 3 conspicuous places and in newspapers of general circulation, and on social media	“at least 15 days before making appointment”	BOG section 2.1.3 PRC §5536 Govt. Code § 1780(d)(1)	Posting notices in newspapers of general circulation requires at least 3 to 5 days lead time
Full Board takes vote on appointment in Open Session	October 1 (earliest regular Board meetings) Other date prior to October 8	BOG section 2.1.3	Ad hoc committee interview/selection process would not be commenced or concluded in time for September 17 meeting
Last day to make appointment	October 1, 2024 (if regular meeting) October 8, 2024 (if special meeting)	BOGs section 2.1.3	“within 60 days of notice of the vacancy”

Notify Registrar of Voters of Appointment	October 23, 2024 (assuming appointment made on October 8)	Govt. Code § 1780(d)(1)	No later than 15 days after appointment
Swearing in of candidate elected on November 5	December 20 (no later than, adjusted for weekends)	BOG section 2.1.4 PRC §5532(g)	Within 30 days after notice of election or appointment, or before the expiration of 15 days before taking office
Appointee's Term Ends	January 5, 2025	BOGs section 2.1.3 Govt. Code §1780(d)(3) (for vacancy that occurs in the second half of a term of office, appointee serves the balance of the unexpired term)	County elections officials must certify results 30 days after election (Election Code § 15301, § 15372)
Term of Office Begins for candidate elected on November 5	January 6, 2025	PRC §5533	First Monday after first day in January