

ADMINISTRATIVE PROCEDURE 2110 VACANCIES ON THE BOARD**A. Publicity**

When the Board determines to fill a vacancy by provisional appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. As required by Government Code 6061, publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Person applying or nominated must meet the qualifications required by law for members of the Board and be a resident of the trustee area in which the vacancy occurs.

B. Application and Selection

1. Persons applying for a provisional appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date. Each Board member will review all candidate information sheets.
2. The Board may also request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.
3. Final Selection will be made by a majority vote of the Board members at a public meeting called for that purpose.

C. Notification

Whenever a provisional appointment is made, the Chancellor shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

Approved by the Chancellor: September 29, 2011