



BYLAWS

BOARD POLICY – FILLING VACANCIES

BP 9223

Events Causing a Vacancy

A vacancy on the County Board of Education may arise from any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A County Board member's resignation (Government Code 1770)
4. A County Board member's removal from office by recall (Elections Code 11384; Government Code 1770)
5. A County Board member's ceasing to inhabit the trustee area represented on the County Board (Government Code 1770)
6. A County Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon County Board business with the approval of the County Board
 - b. With the consent of the County Board, for an additional period not to exceed a total absence of 90 days. However, in the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the County Board.
 - c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the County Board member for military deployment exceeds six months, the County Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the County Board may appoint an interim member to serve during the absence.

If two or more County Board members are absent by reason of military deployment, and those absences result in the inability to establish a quorum at a regular meeting, the County Board may immediately appoint one or more interim members, as necessary, to enable the County Board to conduct business and discharge County Board responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent County Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A County Board member's ceasing to discharge the duties of the office for the period of three consecutive months, except when prevented by illness or when absent from the state without the permission required by law (Government Code 1770)
8. A County Board member's conviction of a felony or any offense involving a violation of official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
9. A County Board member's refusal or neglect to file the required oath within the time prescribed (Government Code 1770)
10. The decision of a competent tribunal declaring void a County Board member's election or appointment (Government Code 1770)
11. A County Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)
12. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a County Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the County Board shall take the following action, as appropriate: (Education Code 1008)

1. When a vacancy occurs within four months of the end of a County Board member's term, the County Board shall take no action. (Education Code 5093)
2. When a vacancy occurs between six months and 130 days before a regularly scheduled County Board election at which the vacant position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person elected shall take office at the first regularly scheduled County Board meeting following the certification of the election and shall serve until the

end of the term of the position which the person was elected to fill. (Education Code 5093)

3. When a vacancy occurs any time outside of the statutory time windows identified in Items #1 and #2 above, the County Board shall either order an election or make a provisional appointment within 60 days of the date of the vacancy or the filing of the member's deferred resignation. If the County Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy. (Education Code 5091, 5093)

Eligibility

In order to be appointed or elected to fill a vacancy on the County Board, a person must meet the eligibility requirements specified in Education Code 1000 and 1006 and described in Board Bylaw 9220.

When the boundaries of the trustee area represented by a County Board member have changed since the County Board member's term of office became effective, any special election to fill the seat vacated by the County Board member shall be held subject to the trustee area boundaries in effect when the County Board member was elected.

Provisional Appointments

When a special election is not required, the County Board is authorized by law to make a provisional appointment to fill a vacancy on the County Board. Before making a provisional appointment, the County Board shall advertise in the local media to solicit candidate applications or nominations. The County Board shall ensure that applicants are eligible for County Board membership, interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Within 10 days after the appointment is made, the County Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the jurisdiction of the County Board. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date that the vacancy occurred or the date of the filing of, and the effective date of, the resignation
2. The full name of the provisional appointee
3. The date of appointment

4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, the appointment shall become effective

The person appointed shall be afforded all the powers and duties of a County Board member immediately upon appointment and shall hold office until the next regularly scheduled election for County Board members. (Education Code 5091)

If within 30 days of the County Board’s appointment, registered voters of the trustee area for which the appointment is made submit a petition for special election which the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy. Any such petition for a special election shall contain the county election official’s estimate of the cost of conducting the special election, expressed on a per-student basis.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and an election will not be held, the County Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the County Board shall publish a notice once in a newspaper of general circulation published in the county, or if no such newspaper exists, in a newspaper having general circulation within the county. This notice shall state that the County Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures specified above in the “Provisional Appointments” section.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Federal

18 USC 704

Description

Military medals or decorations

Management Resources

Attorney General Opinion
 Attorney General Opinion
 CSBA Publication

Description

58 Ops.Cal.Atty.Gen. 888 (1975)
 105 Ops.Cal.Atty.Gen. 182 (2022)
 Filling a Board Vacancy, rev. December 2010

Website
Website

CSBA
California State Attorney General's Office, Quo Warranto
Applications

State

Ed. Code 35107
Ed. Code 35178
Ed. Code 5000-5033
Ed. Code 5090-5095
Ed. Code 5200-5208
Ed. Code 5300-5304
Ed. Code 5320-5329
Ed. Code 5340-5345
Ed. Code 5360-5363
Ed. Code 5420-5426
Ed. Code 5440-5442
Elec. Code 10600-10604
Elec. Code 11000-11386
Gov. Code 1064
Gov. Code 1770
Gov. Code 3000-3003
Gov. Code 3060-3075
Gov. Code 54950-54963
Gov. Code 6061
Pen. Code 88

Description

School district employees
Resignation with deferred effective date
Election of school district board members
Vacancy on the board
Districts governed by boards of education
General provisions; conduct of elections
Order and call of elections
Consolidation of elections
Election notice
Cost of elections
Miscellaneous provisions
School district elections
Candidates for recall
Absence from state
Vacancy of office
Forfeiture of office
Removal other than by impeachment
The Ralph M. Brown Act
One time notice
Bribery, forfeiture from office

ADOPTED BY COUNTY BOARD: July 3, 1975
REVISED: April 3, 1980, August 1, 1991, April 7, 1994, March 14, 2024