

ADMINISTRATIVE REGULATIONS  
ON VACANCIES ON THE GOVERNING BOARD

2024.

- 2024.1 The Superintendent-President, or designee, shall be responsible for these regulations.
- 2024.2 When the District Governing Board determines to fill a trustee vacancy by appointment, the Superintendent-President shall assure that there is ample publicity and information for prospective Board candidates.
- 2024.3 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 the application or nomination process of legally qualified candidates. Candidates applying or being nominated must meet the qualifications required by law for members of the Board.
- 2024.4 Applicants for appointment to the Board shall receive a letter from the Superintendent-President containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.
- 2024.5 Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.
- 2024.6 The Board may request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.
- 2024.7 When a provisional appointment is made, the Board shall, within ten (10) days of making 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 and in a newspaper of general circulation. The notices shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of the Los Angeles County Superintendent of Schools within thirty (30) days of the date of the provisional appointment, it shall become an effective appointment. A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following the appointment.



- A. If an appointment is made during the first two (2) years of the term for the vacant seat, the appointee shall serve until the next regularly scheduled Board member election. The person elected at such an election will serve the remaining two years of the term for the Board seat. Appointments made to fill a vacancy during the last two years of a term are appointed to serve until the end of the term for that vacant seat.

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In the event that a provisional appointment is made within the sixty (60) day period, the registered voters of the District may, within thirty (30) days from the date of the appointment, petition for the conduct of a special election to fill the vacancy. A valid petition requires signatures of at least one and one half (1-1/2) percent of the number of registered voters of the district on the date of the last regular election for Governing Board members.

- A. A completed petition shall be filed with the Los Angeles County Superintendent of Schools who will then verify signatures and determine the petition's legal sufficiency. Upon the determination of legal sufficiency, the provisional appointment is immediately terminated. A special election is then called for and is conducted no later than one hundred thirty (130) days after the determination. However, if an established election date occurs between the one hundred thirtieth (130<sup>th</sup>) day and the one hundred fiftieth (150<sup>th</sup>) day following the order of the election, the Los Angeles County Superintendent of Schools may call the special election to be conducted on the regular election date. The candidate receiving the most votes will serve for the remainder of the term. If a petition is determined to be insufficient, the appointment stands and the person holding the seat will continue to serve.

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Education Code 5093 provides for a mandatory election to fill Governing Board vacancies occurring during a regular Board election year. Under these circumstances, a District Governing Board is prohibited from making a provisional appointment or requesting an election on a date other than the next regularly scheduled Governing Board election date.

- A. There shall be no special election or appointment to fill a vacancy on the Governing Board if the vacancy occurs within four (4) months of the end of the term.
- B. Education Code 5091 regarding provisional appointment or special election shall not apply to a vacancy on the Governing Board if the vacancy occurs, or a resignation specifying a deferred effective date is filed with the Los Angeles County Superintendent of Schools, during the period between six (6) months and one hundred thirty (130) days prior to a regularly scheduled Governing Board election and the position is not scheduled to be filled at such election. In such case, the

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position shall be filled at a special election for that position to be consolidated with the regular election. A person elected to fill a position under this subdivision shall take office at the next regularly scheduled meeting of the Governing Board following the certification of the election and shall serve only until the end of the term of the position which the Board member was elected to fill.

- C. If a special election pursuant to Education Code 5091 could be consolidated with the next regular election for Governing Board members, and the vacant position is scheduled to be filled at such regular election, there shall be no special election.

Approved: November 13, 2012

