



**NORTHERN INYO HEALTHCARE DISTRICT  
NON-CLINICAL PROCEDURE**

Title: Board Member Resignation and Filling of Vacancies		
Owner: ADMIN EXECUTIVE ASSISTANT	Department: Administration	
Scope: Board of Directors		
Date Last Modified: 11/19/2021	Last Review Date: 11/16/2021	Version: 1
Final Approval by: Executive Committee		Original Approval Date:

**PURPOSE:**

1. The purpose of this procedure is to set forth the procedure by which a member of the Board of Directors may resign and the procedure by which vacancies may be filled.

**PLAN TO FILL A BOARD VACANCY BY APPOINTMENT:**

1. On a semi-annual basis, District staff will secure from the County of Inyo/Recorder’s Office a list of registered voters in each of the Zones within the jurisdiction of the Northern Inyo Healthcare District.
2. On an ongoing and continuous basis, Board members will encourage interested registered voters to serve the Northern Inyo Healthcare District through service on the Board of Directors.

**CIRCUMSTANCES CAUSING A VACANCY:**

1. A vacancy on the Board of Directors may occur upon the occurrence of any of the events described in Government Code section 1770, including but not limited to, written resignation and the failure to discharge the duties of a Board member for a period of 3 consecutive months.
2. Board members wishing to resign must deliver written resignation to the Chief Executive Officer.

**PROCEDURE FOR FILLING A VACANCY:**

Pursuant to Article III, Section 4 of the Northern Inyo Healthcare District Bylaws, all vacancies on the Board of Directors shall be filled in compliance with the procedures outlined in Government Code section 1780 and this procedure. Vacancies may be filled by either appointment or election. Upon the occurrence of any vacancy on the Board of Directors, the District shall notify the Inyo County elections official within 15 days.

**PROCEDURE FOR FILLING A VACANCY BY APPOINTMENT:**

1. Upon the occurrence of a vacancy, or the District being notified of a Board vacancy, District staff shall immediately determine the date by which the vacancy must be filled.

2. If the Board decides to fill the vacancy by appointment, the Board shall appoint an ad hoc committee to make a recommendation regarding filling the vacancy. District staff will, in collaboration with the ad hoc committee members, establish target dates by which various parts of this process shall be completed so as to afford the ad hoc committee members and any potential applicant the fullest of opportunities to fill the vacant position with a qualified candidate.
3. After the Board has appointed an ad hoc committee, District staff shall coordinate availability of schedules between all appointed ad hoc committee members so that there is sufficient time to complete the interviews, make a recommendation to the full Board and to make the appointment, all of which must occur within 60 days.
4. District staff shall post the notice of the Board vacancy in at least 3 conspicuous places.
5. District staff shall receive applications from each candidate and will immediately review the application for completeness.
6. Upon receipt of a completed application, District staff shall determine if the candidate meets the required qualifications for the Board vacancy as follows:
  - a. Applicant must be a resident of the Zone of the Healthcare District in which the vacancy occurs;
  - b. Applicant must be a registered voter of the Zone of the Healthcare District in which the vacancy occurs;
  - c. Applicant must acknowledge that applicant will be subject to the Healthcare District's Conflict of Interest policy;
  - d. Applicant must acknowledge that applicant will be required to complete Form 700 "Statement of Economic Interests."
7. If the applicant meets the required qualifications for the Board vacancy as set forth above, District staff shall transmit an informational booklet to the applicant and shall transmit the application to each ad hoc committee Member for a determination on whether to interview the candidate.
8. Upon receipt of a notification from the ad hoc committee that a candidate is to be scheduled for the interview, District staff shall consult the schedules of the ad hoc committee members and the candidates to set a mutually convenient time for the interview. Notification of the dates set for the interviews shall be transmitted to both the ad hoc committee and the candidate.
9. At the option of the ad hoc committee, the attached guidelines for interviewing candidates and sample interview questions may be used. The ad hoc committee may also opt to set scoring criteria for the interviews.
10. Upon completion of all interviews, the ad hoc committee will bring a recommendation for the appointment to the full Board for consideration.

11. The Board shall make the appointment within 60 days of the vacancy or receipt of the notice of vacancy, whichever occurs later. Upon receipt of the Board's decision on the ad hoc committee's recommendation, District staff will be instructed to notify the unsuccessful candidate(s), if any, and the successful candidate of the Board's appointment.
12. At the Board's direction, District staff shall transmit the Board's appointment to the county elections official as per the Board's policy.
13. The length of the appointee's term shall be determined pursuant to Government Code section 1780(d)(1)-(2).

**PROCEDURE FOR FILLING A VACANCY BY ELECTION:**

1. Upon the occurrence of a vacancy, or the District being notified of a Board vacancy, District staff shall immediately determine the date by which the vacancy must be filled.
2. If the Board decides to fill the vacancy by election, the Board shall call an election to fill the vacancy within 60 days, to be held on the next established election day [Elec. Code § 1000 et seq.] that is at least 130 days from the date the Board calls the election.
3. The person elected to fill the vacancy shall hold office for the balance of the unexpired term.

**REFERENCES:**

1. Appointments to the NIHD Board of Directors Policy.
2. Gov. Code § 1780.
3. County of Inyo/Recorder Office.
4. Work Flow for Appointments to Fill Board Vacancy (With Approximate Time Frames).

**RECORD RETENTION AND DESTRUCTION:**

**CROSS REFERENCES POLICIES AND PROCEDURES:**

Supersedes: N/A
-----------------