

## REPLACEMENT OF BOARD MEMBERS

There are times where a Board member will resign from office prior to their term. In this situation a replacement can be accepted to complete the term.

1. Board member submits a resignation letter.
2. Call County Registrar Office at the Board of Supervisors office 707.565.6804. GRRCD needs to generate a letter notifying Staff at the Board of Supervisor of the resignation and requesting that she post the vacancy for a replacement to complete the Board Members term. Debra needs to post the vacancy on the bulletin board at her office for 10 days. Staff will notify us via fax or letter that she has received.
3. Once you have a recommended replacement, generate and send a letter to the Board of Supervisors office – Staff, recommending the replacement and that this request is added to the next Board of Supervisors agenda. Include a completed the Application for Appointment.
4. Staff will verify the information on the application and if acceptable will add the request to the Board of Supervisor agenda.
5. When the Board of Supervisor approves the replacement we will receive a Resolution of the Board of Supervisors and a completed Certificate of Appointment in-Lieu of Election and Oath of Office.

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