

BOARDMEMBER ONBOARDING INFORMATION

- NOVEMBER**
 - Election
- DECEMBER**
 - County Certifies Results
 - Request District email for new board member(s)
 - Prepare Oath of Office
 - Prepare New Board Member Handbook
 - Counsel sends letter to new board member(s)
- JANUARY**
 - New board member(s) sworn in at Board meeting
- FEBRUARY/MARCH**
 - Reminders re Form 700s due
 - Clerk and Netfile send reminders

VACANCY

Once notice of vacancy received:

- Counsel notifies county of vacancy
- Board options provided at next meeting (or special meeting)
- If board chooses to appoint, public notices are posted
- Applications accepted; board meeting to review and accept candidate
- If no board candidate selected, letter sent to Board of Supervisors for possible appointment; or election held

VACANCY GUIDELINES

The District has several options for filling vacancies, including the appointment of an individual to fill the vacancy, calling an election, or allowing the county board of supervisors to make an appointment (Cal. Govt. Code section 1780).

The District must notify the county elections official of the vacancy no later than 15 days after either the date on which the board is notified of the vacancy, or the effective date of the vacancy, whichever is later.

After notifying the county elections official, a majority of the remaining members may take one of the following actions:

1. Appoint an individual to fill the vacancy.

- Fifteen days prior to the appointment, the District must post notice of the vacancy in three or more conspicuous places in the District. If the Board chooses this option, District staff will widely post the vacancy, including but not limited to at the City of Hercules Public Library, the District’s fire stations, the District’s website, Hercules City Hall, and the Rodeo Senior Center.

- The Board must make the appointment within 60 days of either the date on which the Board is notified of the vacancy, or the effective date of the vacancy, whichever is later.

- The District must notify the county elections official within 15 days after the Board makes its appointment.

2. Call an election to fill the vacancy. If the Board wishes to hold an election instead of making an appointment, the Board must call the election within 60 days of the effective date of the vacancy. The election would then be held at the “next established election date” that is 130 or more days after the date the board calls the election.

3. Allow the County Board of Supervisors to take action. If the District Board neither makes an appointment nor calls an election, then the County Board of Supervisors may make the appointment. Instead of making the appointment, the Board of Supervisors could order the District to call an election. If the Board of Supervisors fails to fill the seat by appointment within 90 days of the effective date of the vacancy then the District must hold an election at the “next established election date” that is 130 or more days after the date the District Board calls the election.



**Rodeo-Hercules
Fire Protection
District**

**New Board
Member
Handbook**

Welcome Letter

Board Responsibilities

Contact Sheet

Brown Act

**CSDA Board Member
Handbook**

Finance Overview

2022-23 Budget

Measure O

**Code of Ethics and
Conduct**

**Fire Protection District
Law of 1987**