

**County of Sacramento**  
Voter Registration and Elections  
Guide to Filling a Vacancy  
2025



## **PREFACE**

This guide has been prepared to provide answers to frequently asked questions concerning vacancies in local offices. It is intended to provide general information about vacancies and does not have the force of law, regulation or rule. It is distributed with the understanding that we are not rendering legal advice and, therefore, this guide is not to be used as a substitute for legal counsel for the individual, organization, district or candidate using it. In case of conflict, the law, regulation or rule will apply.

Registrar of Voters  
County of Sacramento

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## **GENERAL INFORMATION**

An office becomes vacant on the happening of any of the following events before the expiration of the term:

- a.) The death of the incumbent.
- b.) An adjudication pursuant to a quo warranto proceeding declaring that the 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 or her office for the remainder of his or her term. This subdivision shall not apply to offices created by the California Constitution nor to federal or state legislators.
- c.) Resignation of incumbent.
- d.) Removal from office.
- e.) No longer an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county, or city for which the officer was chosen or appointed, or within which the duties of his or her office are required to be discharged.
- f.) Absence from the state without the permission required by law beyond the period allowed by law.
- g.) Ceasing to discharge the duties their for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.
- h.) Conviction of a felony or of any offense involving a violation of his or her official duties. An officer shall be deemed to have been convicted under this subdivision when trial court judgment is entered. For purposes of this subdivision, "trial court judgment" means a judgment by the trial court either sentencing the officer or otherwise upholding and implementing the plea, verdict, or finding.
- i.) Refusal or neglect to file their required oath or bond within the time prescribed.
- j.) The decision of a competent tribunal declaring void their election or appointment.
- k.) The making of an order vacating their office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.
- l.) Commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final. Government Code § 1770

## **VACANCIES IN COUNTY OFFICES**

### **Member, Board of Supervisors (Charter County)**

The County of Sacramento adopted a charter that governs the process for filling vacancies in the office of Member, Sacramento County Board of Supervisors.

Notwithstanding any other provisions of law, whenever a vacancy occurs in the office of Member, Sacramento County Board of Supervisors, the vacancy shall be filled as follows:

If a vacancy occurs during the first 730 calendar days of a term of office, the vacancy shall be filled by a special election. Within ten days after the vacancy occurs, the Registrar of Voters shall select and announce a date for a special primary election and a date for a special run-off election to be used if a run-off election is necessary.

The Registrar of Voters shall also select and announce a final filing date for filing to be a candidate, which date shall provide for at least ten days advance notice thereof. The election dates selected shall be the earliest administratively feasible dates available; provided, that the date for the special primary election shall not be more than 60 days after the vacancy occurs and the special run-off election date shall not be more than 28 days after the special primary election date.

Except as provided in this Section, the special election shall be conducted in accordance with State law applicable to regular supervisorial elections. If a candidate receives a majority of the votes cast at the special primary election, that candidate shall be elected for the remainder of the term of office. If no candidate receives a majority of the votes, the names of the two candidates receiving the most votes shall be placed on the ballot for the special run-off election at which the candidate receiving the most votes shall be deemed elected for the remainder of the term of office.

If a vacancy occurs during or between the 731st and the 1,095th calendar days of a term of office, the vacancy shall be filled for the remainder of the term by appointment by the Board of Supervisors. If within thirty calendar days following the date on which the vacancy occurs an appointment has not been made, the vacancy shall be filled by special primary and run-off elections scheduled in accordance with the procedures and in the manner prescribed by paragraph (a), above; provided that the times within which the elections must be scheduled shall be 90 days after the vacancy occurs for the special primary election, and not more than 28 days after the special primary election for the special run-off election.

If the vacancy occurs during or between the 1,096th and 1,399th calendar days of a term of office, the vacancy shall be filled by appointment by the Board of Supervisors. If the Board of Supervisors fails to make an appointment, the vacancy shall be filled by the person elected for the succeeding term at either the June primary or November general election, who shall serve both the remainder of the unexpired term and the next succeeding term for which the person was elected.

If the vacancy occurs during or between the 1,400th and 1,460th calendar days of a term of office, the vacancy shall be filled by the person elected for the next succeeding term at the June primary or November general election, who shall serve both the remainder of the unexpired term and the next succeeding term for which the person was elected. SCC Article IV Section 7

## **VACANCIES IN COUNTY OFFICES**

### **Elected County Offices**

- Assessor
- Board of Supervisors
- District Attorney
- Sheriff

The board of supervisors shall fill by appointment all vacancies that occur in any office filled by the appointment of the board and elective county officers, except judge of the superior court and supervisors. The appointee shall hold office for the unexpired term or until the first Monday after January 1st succeeding the next general election. Government Code § 25304

If on the first Monday after January 1 following a general election the person elected to an elective county office has resigned or died, the board of supervisors shall provide that the office which was made vacant shall be filled at the next regularly scheduled election. The board of supervisors may appoint a person to temporarily carry out the duties of any office to be filled by such an election and that person shall serve until the results of the election are declared. Government Code § 25304.5

The person elected shall serve for the remainder of the term which began on the first Monday after January 1 immediately preceding the election. Government Code § 25304.5

## **VACANCIES IN JUDICIAL OFFICES**

### **Judge of the Superior Court**

If a Superior Court judicial vacancy is filled by appointment, the person shall hold office until the person elected at the next general election after the second January 1 following the vacancy takes office. CA Const., Article VI, Section 16(c)

If a Superior Court judicial vacancy is filled by election at the next general election after the second January 1 following the vacancy, the person elected shall hold office for a full, six-year term. CA Const., Article VI, Section 16(c)

If a Superior Court Judge is elected at a regularly scheduled election, the person shall hold office for six years beginning the Monday after January 1 following the election. CA Const., Article VI, Section 16(c)

## **CITY VACANCIES**

Please contact the City Clerk's Office.

# **VACANCIES IN SCHOOL DISTRICTS**

## **1. What Causes a Vacancy**

Vacancies on school district governing boards or community college district boards are caused by any of the events specified in Government Code 1770, or by a failure to elect. A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district. Education Code § 5090

A deferred effective date not to exceed 60 days may be specified by the incumbent, in which case, the resignation becomes effective on that date. Upon being filed with the County Superintendent of Schools, the written resignation is irrevocable. Education Code § 5091(a)

## **2. Action Required by the Governing Board**

Whenever a vacancy occurs, the school district or community college district governing board has one of two options available. Either of these two options must be exercised within 60 days of the date a vacancy occurs or the date of a deferred resignation is filed with County Superintendent of Schools:

- a.) Immediately call an election to fill the vacancy; or
- b.) Make a provisional appointment Pursuant to the Education Code

In the event that the governing board fails to make a provisional appointment or order an election within the prescribed 60-day period as required by this section, the County Superintendent of Schools shall call an election to fill the vacancy. Education Code § 5091(2)

Although not required by law, as a matter of practice, a copy of the resignation, and copies of any notices, appointments, resolutions calling election, etc. should be sent to the Sacramento County Elections office as soon as possible.

There shall be no special election or appointment to fill a vacancy on a governing board if the vacancy occurs within four months of the end of the term of that position.  
Education Code § 5093(a)

Education Code section 5091 shall not apply to a vacancy on a governing board if the vacancy occurs, or a resignation specifying a deferred effective date is filed with the County Superintendent of Schools, during the period between six months and 130 days prior to a regularly scheduled governing board election and the position is not scheduled to be filled at such election. In such a case, the position shall be filled at a special election for that position to be consolidated with the regular election. Education Code § 5093(b)

If the special election pursuant to Education Code Section 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.  
Education Code § 5093(c)

## **VACANCIES IN SCHOOL DISTRICTS (CONTINUED)**

### **3. Election Ordered**

When an election is ordered, it shall be held on the next established election date not less than 130 days after the order of the election. Education Code § 5091(b)

A regular election as defined by Elections Code § 1000:

- a.) The first Tuesday after the first Monday in March of each even-numbered year that is evenly divisible by four.
- b.) The first Tuesday after the first Monday in March of each odd-numbered year.
- c.) The second Tuesday of April in each even-numbered year.
- d.) The first Tuesday after the first Monday in June in each even-numbered year that is not evenly divisible by four.
- e.) The first Tuesday after the first Monday in November of each year.

Vacancy elections shall be conducted in as nearly the same manner as practicable as other governing board member elections. Education Code § 5091(g)

### **4. Provisional Appointment**

If the Governing Board makes a provisional appointment, the appointee is immediately conferred with all powers and duties of a governing board member. Education Code § 5091 3(d)

### **5. Public Notice**

Within 10 days of making the provisional appointment to fill a vacancy the school district governing board must:

- a.) Post a notice described below in at least three public places in the district; and
- b.) Publish the notice at least once in a newspaper of general circulation published within the district . If there is no newspaper of general circulation published in the district, notice need not be published. Education Code § 5092; Government Code § 6061
- c.) Posting the notice on the school district's internet website.

A copy of the notice should be sent to the Sacramento County Elections Office.

### **6. Contents of Public Notice**

The notice to be posted and published must state the following:

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, and the full name of the provisional appointee to the board and the date of the 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 County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment. That unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment. Education Code § 5092



## **VACANCIES IN SCHOOL DISTRICTS (CONTINUED)**

### **7. Petition Calling for a Special Election**

If a provisional appointment is made within the 60-day period, the registered voters of the district may, within 30 days from the date of the appointment, petition to conduct a special election to fill the vacancy. Education Code § 5091(c)(1)

#### **Signature Requirements**

A petition shall be deemed to bear a sufficient number of signatures if signed by whichever means below results in the greater number of registered voters:

- a.) 1½ percent of the number of registered voters of the district at the time of the last regular election for governing board members, or
- b.) 25 registered voters, whichever is greater

However, in districts with registered voters of less than 2,000 persons, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members. Education Code § 5091(c)(1)

#### **Petition Requirements**

Whenever a petition calling for a special election is circulated, the petition shall meet all of the following requirements: Education Code § 5091(f)(1)

- a.) The petition shall contain the election official's estimate of the cost of conducting the special election and those estimated costs expressed on a per-pupil or per-student basis.
- b.) The name and residence address of at least one, but not more than five, of the proponents of the petition shall appear on the petition, each of which proponents shall be a registered voter of the school district or community college district, as applicable.
- c.) None of the text or other language of the petition shall appear in less than six-point type.
- d.) The petition shall be prepared and circulated in conformity with Sections 100 and 104 of the Elections Code.

(2) If any of the requirements of this subdivision are not met as to any petition calling for a special election, the county superintendent of schools shall not verify the signatures, nor shall any further action be taken with respect to the petition.

(3) No person shall permit the list of names on petitions prescribed by this section to be used for any purpose other than qualification of the petition for the purpose of holding an election pursuant to this section.

(4) The petition filed with the county superintendent of schools shall be subject to the restrictions in Article 2 (commencing with Section 7924.100) of Chapter 2 of Part 5 of Division 10 of Title 1 of the Government Code.

Elections held pursuant to subdivisions (b) and (c) shall be conducted in as nearly the same manner as practicable as other governing board member elections.  
Education Code § 5091(g)

## VACANCIES IN SCHOOL DISTRICTS (CONTINUED)

### Who Can Sign Petition

Notwithstanding any other provision of law, whenever an initiative, referendum, recall, nominating petition or paper, or any other petition or paper is required to be signed by voters of a county, city, school district, or special district subject to petitioning, only a person who is an eligible registered voter at the time of signing the petition or paper is entitled to sign the petition or paper. A person who submits their affidavit of registration pursuant to subdivision (d) of Section 2102 is not eligible to sign a petition or paper unless at the time of the signing of the petition or paper that person is 18 years of age.

A signer shall at the time of signing the petition or paper personally affix their signature, printed name, and place of residence, including the street and number of the place of residence, and if no street or number for the place of residence exists, then a designation of the place of residence that will enable the location to be readily ascertained. An incomplete or inaccurate apartment or unit number in the signer's residence address shall not invalidate their signature pursuant to Section 105. A space at least one inch wide shall be left blank after each name for the use of the elections official in verifying the petition or paper.

The part of a petition for the signatures, printed names, and residence addresses of the voters and for the blank spaces for verification purposes shall be numbered consecutively commencing with the number one and continuing through the number of signature spaces allotted to each section. The petition format shall be substantially in the following form: Elections Code § 100

		Official Use Only
1.	(Print Name) _____	(Residence Address ONLY)
	(Signature) _____	(City)
2.	(Print Name) _____	(Residence Address ONLY)
	(Signature) _____	(City)

A county elections official who verifies signatures on an initiative, referendum, recall, nominating petition or paper, or any other petition or paper that is required to be signed by voters of a county, city, school district, or special district subject to petitioning may establish and require the use of a standardized petition form for distribution within and submission to the county.

## **VACANCIES IN SCHOOL DISTRICTS (CONTINUED)**

### **Petition Circulator**

Each section of the petition or paper shall have attached to it a declaration signed by the circulator of the petition or paper, setting forth, in the circulator's own hand, the following:

- 1.) The printed name of the circulator.
- 2.) The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
- 3.) The dates between which all the signatures to the petition or paper were obtained.

(b) Each declaration submitted pursuant to this section shall also set forth the following:

- 1.) That the circulator circulated that section and witnessed the appended signatures being written.
- 2.) That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
- 3.) That the circulator is 18 years of age or older.
- 4.) If the petition does not include the disclosure statement described by subdivision (b) of Section 107, that the circulator showed each signer a valid and unfalsified "Official Top Funders" sheet, as required by Section 107.

(c) The circulator shall certify the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of the circulator's name. The circulator shall state the date and the place of execution on the declaration immediately preceding the circulator's signature. Elections Code § 104

**Filing the Petition:** The petition must be filed with the County Superintendent of Schools within the 30-day period following the making of the provisional appointment.

(a) Within 30 days from the date of filing of the petition, excluding Saturdays, Sundays, and holidays, if, from the examination of petitions pursuant to Section 9114 shows that more than 500 signatures have been signed on the petition, the elections official may use a random sampling technique for verification of signatures. The random sample of signatures to be verified shall be drawn so that every signature filed with the elections official shall be given an equal opportunity to be included in the sample. The random sampling shall include an examination of at least 500, or 3 percent of the signatures, whichever is greater. A signature shall not be invalidated because of a variation of the signature caused by the substitution of initials for the first or middle name, or both, of the person signing the petition. Elections Code § 9115

## **VACANCIES IN SCHOOL DISTRICTS (CONTINUED)**

(b) If the statistical sampling shows that the number of valid signatures is within 95 to 110 percent of the number of signatures of qualified voters needed to declare the petition sufficient, the elections official shall, within 90 days from the date of the filing of the petition, excluding Saturdays, Sundays, and holidays, examine and verify the signatures filed. If the elections official determines, prior to completing the examination of each signature filed, that the petition is signed by the requisite number of qualified voters to declare the petition sufficient, the elections official may terminate the verification of the remaining unverified signatures.

(c) In determining from the records of registration, what number of valid signatures are signed on the petition, the elections official may check the signatures against facsimiles of voters' signatures, provided that the method of preparing and displaying the facsimiles complies with law.

(d) The elections official shall attach to the petition a certificate showing the result of this examination and shall notify the proponents of either the sufficiency or insufficiency of the petition.

(e) If the petition is found insufficient, no action shall be taken on the petition. However, the failure to secure sufficient signatures shall not preclude the filing later of an entirely new petition to the same effect.

(f) If the petition is found to be sufficient, the elections official shall certify the results of the examination to the board of supervisors at the next regular meeting of the board.

### **8. Term of Office**

**A person elected at an election to fill the vacancy** shall hold office for the remainder of the term in which the vacancy occurs or will occur. Education Code § 5091(e)

**A person elected at a regular biennial governing board member election** shall hold office for a term of four years commencing on the second Friday in December next succeeding his or her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his or her successor has qualified. The term of the successor shall begin upon the expiration of the term of his or her predecessor. Education Code § 5017

## **VACANCIES IN SPECIAL DISTRICTS**

### **1. Action Required by the Governing Board**

The district shall notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. Government Code § 1780(b)

The remaining district board members have 60 days immediately subsequent to either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, to either fill the vacancy: Government Code § 1780(c)(d)(1)

- a.) By appointment, or
- b.) By calling a special election

### **2. Appointments to Fill Vacancies**

If the Board decides to appoint someone to fill the vacancy, the board first must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the appointment is made.

The Board must notify the county elections of the appointment no later than 15 days after the appointment is made.

If the vacancy occurs in the first half, the person appointed shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall fill the balance of the unexpired term. Government Code § 1780(2)

If the term of office is due to expire following the next general district election and that election is scheduled 130 or more days after the date the county elections official is notified of the vacancy, the person appointed to the vacancy shall fill the balance of the unexpired term the predecessor. Government Code § 1780(3)

### **3. Elections to Fill Vacancies**

In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy. Government Code § 1780(e)(1)

The election shall be held on the next established election date that is 130 or more days after the date the district board calls the election. Government Code § 1780 (e)(2)

A regular election as defined by Elections Code § 1000:

- (a) The first Tuesday after the first Monday in March of each even-numbered year that is evenly divisible by four.
- (b) The first Tuesday after the first Monday in March of each odd-numbered year.
- (c) The second Tuesday of April in each even-numbered year.
- (d) The first Tuesday after the first Monday in June in each even-numbered year that is not evenly divisible by four.
- (e) The first Tuesday after the first Monday in November of each year.

## **VACANCIES IN SPECIAL DISTRICTS (CONTINUED)**

### **4. If the District Board Fails to Act**

If the vacancy is not filled by the district board by either making an appointment or calling a special election within 60 days of the date the district board is notified of the vacancy, or the effective date of the vacancy, whichever is later, the following shall occur.

Within the next 90 days, the Board of Supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may fill the vacancy by appointment or may order the district to call an election to fill the vacancy. Government Code § 1780 (f)(1)

The election shall be held on the next established election date (see previous list) that is 130 or more days after the date the board of supervisors calls the election. Government Code § 1780 (f)(2)

### **5. If the Board of Supervisors Fails to Act**

If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, no action has been taken by any governing body to fill the vacancy by appointment or by calling for a special election, the district must call an election to fill the vacancy. Government Code § 1780 (g)(1)

The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

Government Code § 1780(g)(2)

### **6. If the District Board Lacks a Quorum to Act Within 60 Days**

If the number of remaining members of the district board falls below a quorum, at the request of the district secretary, or a remaining member of the district board, the appropriate board of supervisors shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy. Government Code § 1780 (h)(1)

The board of supervisors shall only fill enough vacancies to provide the board with a quorum. Government Code § 1780 (h)(2)

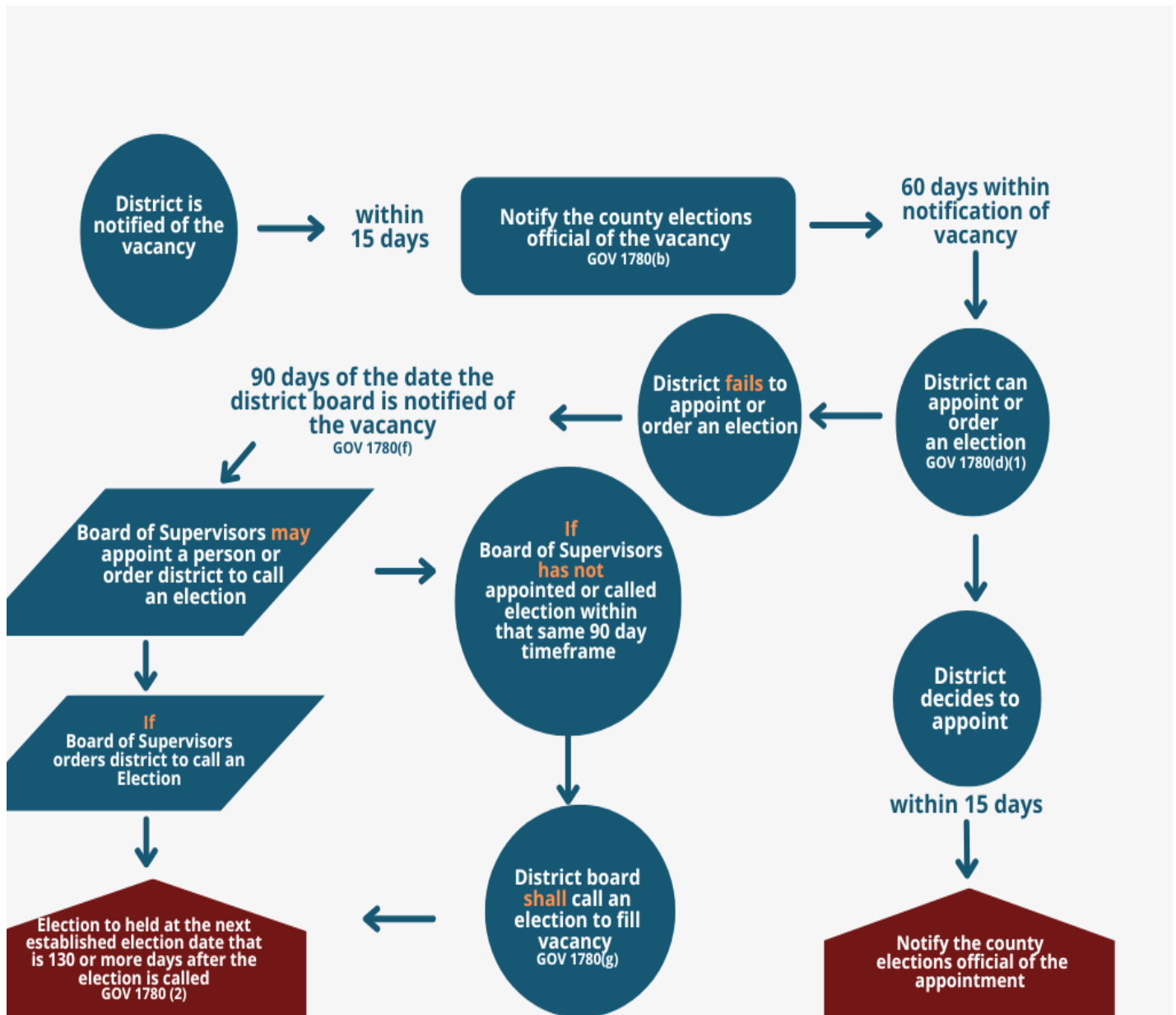
A person appointed to fill a vacancy shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term.

Government Code § 1780(h)(3)

A person elected at an election to fill the vacancy shall hold office for the remainder of the unexpired term. Government Code § 1780(h)(4)

## VACANCIES IN SPECIAL DISTRICTS (CONTINUED)

### GOVERNMENT CODE 1780 FLOWCHART



#### **7. Term of Office**

**A person appointed to fill a vacancy** shall hold office only until the next general district election that is scheduled 130 or more days after the date the county elections official is notified of the vacancy and thereafter until the person elected at that election to fill the vacancy has been qualified to fill the vacancy for the remainder of the unexpired term. Government Code § 1780

**A person elected at an election to fill the vacancy** shall hold office for the remainder of the unexpired term. Government Code § 1780

**A person elected at a regular board member election or appointed in-lieu of election** takes office at noon on the first Friday in December following his or her election in November and shall serve for four years. Elections Code §§ 10554, 10507



## **VACANCIES IN OTHER DISTRICTS NOT COVERED BY GOV § 1780**

Government Code 1781 specifically exempts certain districts from its provisions to fill vacancies in Government Code 1780. The Education Code governs school districts. Other districts not covered by Government Code 1780 are detailed below.

### **Municipal Utility Districts**

Municipal Utility Districts organized pursuant to Division 6 (commencing with Section 11501) of the Public Utilities Code follow section 11865 in the Public Utility Code to fill vacancies on their board.

The remaining board members may fill the vacancy by appointment until the next district general election that is scheduled 90 or more days after the effective date of the vacancy.

The appointment shall be made within a period of 60 days immediately subsequent to the effective date of such vacancy. A notice of such vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made.

In lieu of making an appointment, the remaining members of the board may within 60 days of the vacancy call a special election to fill the vacancy. The person elected at such special election shall hold office for the remainder of the term in which the vacancy occurred.

If the vacancy is not filled by appointment as provided in subdivision (a), or if the board has not called for an election within 60 days of the vacancy, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held may fill the vacancy by appointment within 90 days of the effective date of the vacancy or may order the district to call a special election to fill the vacancy.

If within 90 days of the effective date of the vacancy, the remaining members of the board or the appropriate board of supervisors have not filled the vacancy by appointment and no election has been called for, the district shall call a special election to fill the vacancy.

A person elected at an election to fill a position to which an appointment was made pursuant to this section shall take office immediately upon issuance of the certificate of election by the secretary of the district, after qualifying according to law, and shall hold office for the remainder of the term in which the vacancy occurs.



**PUBLIC NOTICE OF VACANCY  
AND PROVISIONAL APPOINTMENT**

**(Education Code § 5092)**

A vacancy in the membership of the Governing Board of the **(name of district)** has occurred by reason of the **(resignation or other reason)** of **(name of officeholder/trustee)** effective **(date)**.

The resignation was filed in the office of the Sacramento County Superintendent of Schools on **(date)**.

**(Name of appointee)** was appointed by the Governing Board on **(date)** to fill the above named vacancy

To challenge the appointment and order a special election, the following must be filed in the office of the Sacramento County Superintendent of Schools within 30 days from the date of the provisional appointment:

File a petition calling for a special election containing the valid signatures of at least 1 ½ percent of the number of registered voters of the district at the time of the last regular election for governing board members held within the **(name of district)**, or 25 registered voters of the district, whichever is greater, or

In districts with less than 2,000 registered voters, a petition shall be deemed to bear a sufficient number of signatures if signed by at least 5 percent of the number of registered voters of the district at the time of the last regular election for governing board members.

Governing Board of the **(name of district)**

\_\_\_\_\_  
Governing Board Secretary/Clerk

Date: \_\_\_\_\_

# PETITION FOR SPECIAL ELECTION TO FILL THE VACANCY ON THE GOVERNING BOARD OF THE (NAME OF THE DISTRICT) IN SACRAMENTO COUNTY

Pursuant to Education Code § 5091, we the undersigned, who are registered voters of the ABC School District of Sacramento County, California, hereby petition the County Superintendent of Schools to call a special election for the purpose of filling the vacancy on the governing board of said school district. The proponents of this petition as named here with are registered voters of the aforementioned school district. (Name and residence of at least one and not more than five proponents (Education Code § 5091)

s/ Name 1, number and street address, city, state, zip  
s/ Name 2, number and street address, city, state, zip  
s/ Name 3, number and street address, city, state, zip  
s/ Name 4, number and street address, city, state, zip  
s/ Name 5, number and street address, city, state, zip

The Registrar of Voters for the County of Sacramento has estimated the cost of conducting the special election called pursuant to this petition to be approximately: \$ (insert estimated cost here)

The cost expressed on a per pupil or per student basis pursuant to this petition is approximately: \$ (insert estimated cost here)

If an election is called pursuant to this petition, the provisional appointment heretofore made by the governing board of said school district to fill the vacancy shall be terminated.

**Note: Include the “Top Funders” information if circulation is paid by a committee. See Elections Code §§ 100, 107**

## NOTICE TO THE PUBLIC

THIS PETITION MAY BE CIRCULATED BY A PAID SIGNATURE GATHERER  
OR A VOLUNTEER, YOU HAVE THE RIGHT TO ASK

Each of the undersigned states for himself/herself that he or she is a registered and qualified elector of Sacramento County.

Official  
Use  
Only

1.	(Print Name) _____	(Residence Address ONLY) _____	
	(Signature) _____	(City) _____	
2.	(Print Name) _____	(Residence Address ONLY) _____	1 inch margin
	(Signature) _____	(City) _____	

## DECLARATION OF PERSON CIRCULATING SECTION OF PETITION FOR A SPECIAL ELECTION

(Elections Code §§ 104, 9109)

I, \_\_\_\_\_ declare:

(Print Name)

- My residence address is \_\_\_\_\_, in Sacramento County, California;
- I personally circulated the attached petition for signing;
- I witnessed each of the appended signatures being written on the petition and to my best information and belief, each signature is the genuine signature of the person whose name it purports to be; and
- The appended signatures were obtained between the dates of \_\_\_\_\_ and \_\_\_\_\_, inclusive.
- I am 18 years of age or older.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Place of Signing)

(Complete Signature of Petition Circulator) \_\_\_\_\_

(It is recommended that you leave a 1" margin at the top, and a 1/2 margin on the left, right and bottom.)

## **APPLICATION FOR APPOINTMENT TO A SPECIAL DISTRICT VACANCY**

### Instructions

If you are interested in serving on a special district Board of Directors, please complete this application and return it to: \_\_\_\_\_.

Date Due: \_\_\_\_\_

You will be advised by the district board if your appointment is confirmed. Thank you for your interest.

DISTRICT: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ AGE (optional): \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BUSINESS OR MAILING ADDRESS: \_\_\_\_\_

PHONE (DAYTIME): \_\_\_\_\_ PHONE (EVENING): \_\_\_\_\_

EDUCATION			
Institution	Major	Degree	Year

WORK / VOLUNTEER EXPERIENCE				
Organization	City	Position	From	To

### Statement of Qualifications

Please briefly describe your qualifications and why you are interested in serving on the Board of Directors.

### Certification

I certify that the information contained in this application is true and correct. I authorize the verification of the information in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NOTICE OF VACANCY

Interested persons are hereby notified that pursuant to Government Code 1780 there is a vacancy on the \_\_\_\_\_ Board of Directors.

The position to be filled is a 4-year term ending December 20\_\_\_\_.

The seat will go to election in November 20\_\_\_\_ for the final two years of the term.

*Eliminate this sentence if the seat is up for a full term in the next election.*

Applications are available at the \_\_\_\_\_ District office located at:

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Applications are due by: \_\_\_\_\_

This district board has 60 days from the date the board is notified of the vacancy or the effective date of the vacancy, whichever is later, to fill the vacancy by appointment or call a special election. Government Code 1780

Pursuant to Government Code 1780, this notice will be posted for 15 days in 3 or more conspicuous locations in the district from \_\_\_\_\_ to \_\_\_\_\_.