

*Petaluma*  
**HEALTH CARE**  
**DISTRICT**

POLICY #   18    
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**TITLE:** Procedure for Filling a Board Vacancy

**MANUAL:** Petaluma Health Care District's Policies & Procedures

Board Approval Date:   June 19, 2018  

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**I. PURPOSE / EXPECTED OUTCOMES**

In accordance with California Government Code Section 1780, when the Board is notified of a vacancy or upcoming vacancy on the District Board, the Board shall determine at a regular or special meeting whether to fill the vacancy by election or appointment. The purpose of this Policy is to establish a clear procedure for filling a Board vacancy by appointment.

**II. POLICY**

- A. A vacancy on the Board that occurs one hundred thirty (130) or more days before the next District general election will be filled by appointment within 60 days of the date the vacancy begins at a Special Board meeting for the sole purpose of filling the vacancy. If the Board fails to fill the vacancy within this time frame, (because the District is not wholly located within the city limits) the Sonoma County Board of Supervisors may appoint a person to fill the vacancy, or may direct the District to call an election to fill the vacancy.
- B. In accordance with the District Bylaws, public notice of the vacancy is posted in three (3) or more conspicuous places in the District at least fifteen (15) days before the appointment is made. It has been the District's practice to post the notice of the vacancy 1) on the District website, 2) at the District office and 3) published by placement of an ad in local news media. Notice may also be posted at Petaluma Valley Hospital and/or other public meeting forums.
- C. Interested individuals that meet the minimum qualifications (a registered voter residing in the District, who has not been convicted of a felony) may request an application from the Board Clerk at the District office.

- a. Inquirers will receive the following:
  - i. Information about the District and its programs, such as an annual report
  - ii. Excerpts of the District's Bylaws that pertain to board service
  - iii. A copy of the Board's policies with respect to conflict of interest, code of ethics, ethics training and this procedure for filling a vacancy
  - iv. The Board meeting schedule through the end of the current year
  - v. The California Fair Political Practices Commission's reference pamphlet on Form 700 Statement of Economic Interests
  
- b. Candidates shall return the following application package:
  - i. A signed letter of interest that includes a statement of qualification and other information which will assist the Board in making its decision
  - ii. A completed application form and questionnaire (copies are attached to this Policy as Addendum A and Addendum B)
  - iii. A resume or curriculum vitae
  - iv. Two letters of recommendation, one for professional experience and one for community involvement
  
- D. Candidates who submit an application are encouraged to meet with the CEO and current Directors in advance of the appointment meeting. This affords the opportunity for candidates to gain a clear understanding of current issues and the time commitment required for board service. It also gives the District a strong sense of the candidate's qualifications to serve.
  
- E. Once all applications are received, the application packages will be shared with District Directors for individual review before the Special Board Meeting at which the appointment will be made. If there are more than ten (10) applicants, each Director will select and forward to the District Clerk the names of their 10 recommended applicants for further consideration. The 10 applicants receiving the most Board recommendations will be invited to interview with the full Board. If there are less than ten (10) applicants, all applications will be reviewed, vetted and interviewed by the full Board. All applicants to be interviewed by the Board are referred to as "Qualified Applicants." All Qualified Applicants will be notified of their status. Any and all information obtained through the reference checks and vetting process will be considered a public record.
  - a. Names of all Qualified Applicants will be included in the Agenda that is posted at the District office and on the District website at least 72 hours in advance of the Special Board Meeting date to make the appointment.
  - b. Applicants must appear in person to be interviewed by the full Board in open session at the Special Board Meeting.

- F. At the Special Board Meeting, if there is more than one candidate under consideration, all candidates will be given an equal allotment of time to address the Board. The voting process is as follows:
- a. Members of the public will be provided the opportunity to speak in support of any candidate.
  - b. Each candidate will be provided the opportunity to speak within the allotted time. The order of speakers will be determined by random draw.
  - c. After each candidate has had opportunity to speak, the President shall call for a vote. Each Director casts one or two votes with not more than one vote per nominee.
  - d. If no nominee receives a majority of the votes, the nominee(s) with the least votes is/are eliminated.
  - e. Directors will have opportunity to speak in favor of one or more candidates.
  - f. An additional round of voting will ask Directors to choose one from the remaining pool. The candidate who receives the most votes will be appointed.
  - g. If there is a tie between two or more candidates, the remaining candidates will be given an equal allotment of time to address the Board, and Directors will have opportunity to speak in favor of one or more candidates.
  - h. An additional round(s) of voting will ask Directors to choose one candidate. The candidate who receives the most votes will be appointed. This step will be repeated until a majority vote is achieved.
  - i. If no candidate receives a majority vote, the District bylaws prescribe that “the Board of Supervisors of the County of Sonoma may fill the vacancy within ninety (90) days of the vacancy, or the Board of Supervisors may order the District to call an election to fill the vacancy.

**PETALUMA HEALTH CARE DISTRICT**

**Board Candidate Application**

Applications are due \_\_\_\_\_

**Name** \_\_\_\_\_

**Occupation** \_\_\_\_\_

**Employer** \_\_\_\_\_

**Residence** \_\_\_\_\_  
\_\_\_\_\_

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_ **mobile**

\_\_\_\_\_ **office**

\_\_\_\_\_ **home**

By my signature and check marks below, I acknowledge the following are true:

\_\_\_\_\_ I have reviewed the conflict of interest policy and believe I have no conflict of interest.

\_\_\_\_\_ I have reviewed the conflict of interest policy and have identified the following potential conflict of interest:

I meet the following minimum qualifications to apply:

\_\_\_\_\_ A registered voter residing in the District

\_\_\_\_\_ Have no felony conviction

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**PETALUMA HEALTH CARE DISTRICT  
Board Candidate Questionnaire**

**Name**

**Date**

Why are you interested in serving on the Petaluma Health Care District Board?

What is your view on the role of the District versus the role of management in an organization?

What do you know about the Petaluma Health Care District?

What is your vision for the future of the Petaluma Health Care District?

What unique value would you bring to the District Board?

Board service will probably require approximately 5-10 hours per month, although it could be more or less. Are you confident you can make this time commitment?

Yes            No

Board meetings are typically first Tuesdays at 7:30-9:00 AM, and third Tuesdays at 12:00-2:00 PM. Is there anything that might interfere with your ability to participate fully?

Have you served on other boards? If so, where and when?

\_\_\_\_\_

\_\_\_\_\_

Please list any additional District community involvement.

\_\_\_\_\_

\_\_\_\_\_

Is there anything else you would like to tell us about yourself?