



TITLE: **Policy on Board Elections**

MANUAL: Petaluma Health Care District Board Governance Policies

Board Approval Date: November 6, 2018 Written By: R. Faith/R. Wells

Review Dates: _____

I. POLICY

It is the policy of the PHCD Board of Directors to maintain a representative governing board in accordance with District bylaws and California Government Code.

A. GUIDELINES

1. The Board consists of five (5) members, each of whom must be a registered voter residing in the District. Each Director, elected at large by District voters, serves a term of four (4) years.
 - a. Any mid-term vacancies on the Board are filled by election or appointment, in accordance with Section 1780 of the Government Code of the State of California and PHCD Policy 18, Procedure for Filling a Board Vacancy.
2. The four-year terms of office are staggered so that either two (2) or (3) board members are elected every two years. The election of Board members shall be consolidated with the statewide general election, pursuant to Section 10400 of the Elections Code, and is conducted by the Sonoma County Registrar of Voters (<http://vote.sonoma-county.org/>).
3. Candidates must file application papers with the Registrar of Voters within the 25-day filing window that begins approximately 16 weeks before the general election. Candidates should resolve any questions of conflict of interest before filing.
 - a. The filing process includes the opportunity for candidates to submit a Statement of Qualifications for publication in the Voter Guide. The cost of publishing statements will be shared equally by all candidates who choose to publish a statement.
 - b. The cost of publishing statements is determined by the Registrar's office after the election, but a deposit check payable to the District is required at the time of filing for an amount "not to exceed" what the Registrar's office estimates for the cost of a full page of the guide.

4. The election shall be held on the first Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen to each Director whose term expires on the first Friday of December next following such election.
 - a. If at the close of the filing period the number of candidates equals the number of open seats, the candidates will be appointed to the offices by the County Board of Supervisors without proceeding to election.
 - b. If at the close of the filing period the number of candidates for any office the number of candidates exceed the number of open seats, the race will proceed to the ballot as a contested election.
 - c. In a contested election, the candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto.
 - d. All directors so elected or appointed shall be sworn into office by the first Friday of December following the election.