

# ADMINISTRATIVE REGULATION 2110

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## VACANCIES ON THE BOARD

When the Board determines to fill the vacancy by appointment, the following process shall be undertaken:

- I. The Chancellor shall ensure that there is ample publicity to and information for prospective candidates.

Publicity shall include posting in three public places in the District, publication in a newspaper of general circulation, and posting a notice on the District's website.

- A. The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

- B. To qualify for appointment, the persons applying must have legal residence in the trustee area of the vacant position (See Board Policy 2100 – *Board Elections* and trustee area boundary map available in the District Office or on the District website).

- II. Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

- III. The Board shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

- IV. Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

- V. Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District; publish a notice in a newspaper of general circulation at least once; and post the notice on the District's website.

The posted notice shall state the following:

- A. The fact of the vacancy or resignation.

- B. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation.

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- C. The full name of the provisional appointee to the Board, and the date of the provisional appointee's appointment.
- D. A statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of the Orange County Superintendent of Schools within 30 days of the date of the provisional appointment, the appointment shall become effective.

A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following their appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for governing board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

*References:*

*Education Code Section 5090 et seq.*  
*Government Code Sections 1770 and 6061*