

**NOTICE TO BOARD OF SUPERVISORS
THAT DISTRICT WAS UNABLE TO TAKE ACTION
WITHIN 60-DAY PERIOD**

[Gov. Code §1780 (f)]

[District Letterhead]

[date – as soon as possible after last board meeting during 60-day period]

Tulare County Board of Supervisors
Attn: Melinda Benton, Clerk to the Board
2800 W. Burrell Avenue
Visalia, CA 93291

Re: Vacancy on Board

Dear Ms. Benton:

As you know, there is a vacancy on the Board of Trustees [Directors] of the _____ District due to the [brief description of facts and date, e.g., "resignation of Board Member _____ on _____, effective on _____"]. The date on which the District Board was notified of the vacancy or the effective date of the vacancy, whichever was later, was _____ [insert date].

Please be advised that the District Board was unable to take action within 60 days from this date to either appoint someone to fill the vacancy, or to call an election.

Accordingly, the District hereby requests that the Board of Supervisors appoint someone. As you know, the Board of Supervisors only has another 30 days, or 90 days from the above date, to take action. [If area of position crosses county lines, check to be sure Tulare County is the correct Board of Supervisors to ask].

Very truly yours,

[Appropriate District official]

cc: Tulare County Registrar of Voters
5300 W. Tulare Avenue, Suite 105
Visalia, CA 93277