AP 2110  VACANCIES ON THE BOARD

References:  Education Code Sections 5090 et seq.;  
Government Code Sections 1770 and 6061

Posting the Vacancy
When the Board of Trustees determines to fill the vacancy by appointment, the College 
Superintendent/President shall assure that there is ample publicity to and information 
for prospective candidates. Publicity shall include posting in three public places in the 
District and at least once in a newspaper publication of general circulation. The posted 
notice of vacancy shall include directions regarding applications or nominations of 
legally qualified candidate. Persons applying must meet the qualifications required by 
law for members of the Board of Trustees.

Applying for an Appointment
Persons applying for appointment to the Board of Trustees shall receive a letter from 
the College Superintendent/President containing information about the College and the 
Board of Trustees, including a candidate information sheet to be completed and 
returned by a specific date.

Candidate Interviews
The Board of Trustees may request personal interviews with candidates. Interviews will 
be conducted in a public hearing scheduled for that purpose. Each member of the 
Board of Trustees will review all candidate information sheets, with final selection made 
by a majority vote of the members of the Board of Trustees at a public meeting called 
for that purpose.

Provisional Appointments
Whenever a provisional appointment is made, the Board of Trustees shall, within ten 
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. It shall also publish a notice at least once in a newspaper of general circulation. 
The notice shall state 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. It shall also contain the full name of the provisional appointee to the Board 
of Trustees, the date of 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 the 
Los Angeles County Superintendent of Schools within 30 days of the date of the 
provisional appointment, it shall become an effective appointment.
A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following his or her appointment.

**Terms of Office**
A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members.

Board Approved  03/17/09
Desk Review  01/18/12
Desk Review  05/13/15
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