

**LOS ALTOS HILLS COUNTY FIRE DISTRICT
BOARD VACANCY POLICY**

1. Three months prior to a seat on the Board becoming vacant, usually in the fall, an item will be placed on the agenda of an upcoming meeting announcing a Commissioner term is expiring as of 12/31 of that year.
2. The Town Crier will be sent a notification to place in the weekly paper (one edition) that the District has a vacancy on the Board coming up and that letters of interest are welcome to be submitted to the Clerk of the District.
3. The City Clerk of Los Altos Hills will be told about the vacancy and given a copy of the notice that will appear in the Town Crier.
4. All letters of interest should be submitted to the Clerk of the District and, at least a month before expiration of the term, the District shall place an item on its agenda to discuss the upcoming vacancy.
5. People who have submitted letters of interest will be sent an agenda of the Board meeting at which that item will be discussed and invited to attend the meeting.
6. At the Board meeting, the Commissioners will ask each interested person to speak of his or her interest in serving on the Board, and then the current Board members will publicly vote on which applicant(s) they wish to recommend be appointed by the county Supervisor for District 5.
7. All the letters of interest received are forwarded to the County Supervisor for District 5, along with a letter from the District expressing who the Commissioners **recommend** for appointment to the LAHCFD Board.
8. The Clerk of the County Board of Supervisors then informs the District who has been appointed.