

11.b.

LOS ALTOS HILLS COUNTY FIRE DISTRICT BOARD VACANCY POLICY

1. Approximately three months prior to a seat on the Board becoming vacant, 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 that the District has a vacancy on the Board coming up and that letters of interest are to be submitted to the Clerk of the District.
3. The City Clerk of Los Altos Hills will be notified about the vacancy and provided 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 by the deadline published. The District will place an item on its agenda to discuss the upcoming vacancy prior to the expiration of the term.
5. Applicants who have submitted letters of interest will be sent an agenda of the Board meeting at which that item will be discussed and they will be 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 vote on which applicant(s) they wish to recommend be appointed by the County Supervisors.
7. All the letters of interest received by the deadline are forwarded to the County Supervisor for District 5, along with a letter from the District expressing the Commissioners **recommendation(s)** for appointment to the LAHCFD Board.
8. The Clerk of the County Board of Supervisors then informs the District once the appointment has been made.

Approved at the May 15, 2012 meeting of the Los Altos Hills County Fire District.
Revised September 18, 2012