

WEST SIDE HEALTHCARE DISTRICT
POLICY AND PROCEDURE

CATEGORY: ADMINISTRATION	POLICY: APPOINTMENTS TO THE DISTRICT BOARD
EFFECTIVE DATE: April 16, 2013 REVIEW DATE: July 24, 2017	POLICY NUMBER: 13 Reference: HSC Div. 23; Section 32100; Chapter 1

- 13.1** When the Board is notified of a vacancy or upcoming vacancy on the District Board, the Board shall determine at a regular or special meeting whether to fill the vacancy by election or appointment. Paragraphs 13.2 through 13.7 below shall apply if the Board decides to fill the vacancy by appointment.
- 13.2** The person appointed shall be a registered voter residing in the District (required by law) and be experienced in healthcare and/or in local community matters and be committed to and have an understanding of the mission, vision, values, and corporate purpose of the West Side Healthcare District.
- 13.3** The District shall advertise and fill the vacancy according to the procedures set forth in applicable law (currently Health and Safety Code Section 32100 and Government Code Section 1780).
- 13.4** Notice of the vacancy shall be posted at the District office as well as on the District web site. The notice will also be posted in one or more of the daily newspapers circulated in the District.
- 13.5** The Board President shall appoint an ad hoc committee of two Board members to interview all applicants and bring a recommendation to the full Board for consideration. Board members (including members of the ad hoc committee) may submit to the ad hoc committee names of persons to be considered for the vacancy, and the ad hoc committee shall contact any such persons and invite them to apply.
- 13.6** Persons interested in the position shall submit a resume, a statement explaining their interest in the position, and an acknowledgement that they will be subject to the District's conflict of interest policy and will be required to file Statements of Economic Interest.
- 13.7** The Board shall appoint a replacement within 60 days after the later of the date on which the Board is notified of the vacancy or the date on which the vacancy becomes effective. If necessary, the Board shall call a special meeting to make the appointment with the 60-day deadline.