

SPECIAL DISTRICT BOARD MEMBER RESIGNATIONS AND APPOINTMENTS PROCEDURES

Board Responsibilities:

Special District Board receives a Board Member resignation

At a Special District Board Meeting acknowledge the Resignation of the current Board Member and the Appointment of a new Board Member

Send a communication from the Special District to Gila County Elections which includes:

- (1) copies of the Resignation Letter and the District Board Meeting Minutes;
- (2) the full name, address, telephone number, email address, and term of office for the new Board Member
- (3) the original Loyalty Oath of Office for the new Board Member

Election Responsibilities:

Compare the appointment to the current listing of Special District Board Members. Determine the term of office for the preceding member and the new member. Make corrections to the listing and change the Director's listing.

Prepare a Board of Supervisors Agenda Item Review Form so the BOS can acknowledge the new appointment

Have Director review the Agenda Item Review Form

When item has been on the BOS Agenda, Gila County Elections will keep a copy of the page of the BOS Agenda which contains the Acknowledgement and will forward the Loyalty Oath of Office to the Records Office.

When Gila County Elections received the Loyalty Oath back from the Records Office we will forward a copy of the Oath and a Certificate for the Board Member back to the Special District