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COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

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## **PLACER COUNTY ELECTIONS OFFICE**

530-886-5650 • Toll Free 800-824-8683 • Fax 530-886-5688  
[www.placercountyelections.gov](http://www.placercountyelections.gov) • [Candidates@placer.ca.gov](mailto:Candidates@placer.ca.gov)

Dear Board Secretary:

Attached are the forms and documents you'll need to complete the process of filling a vacancy on your Board of Directors.

California Public Utilities Code Section 11865 (enclosed) explains the need to post a notice of the vacancy. You are required to post in three or more conspicuous places in the District at least 15 days before the appointment is made. There is no requirement to publish the notice in a newspaper, but you may do so as a courtesy to the residents of your district if you wish.

Please complete the Registry of Public Agencies. The original should be forwarded to the Secretary of State. One copy of the completed Registry of Public Agencies and the completed Addendum needs to be forwarded to our office, either as attachments to an email or via USPS mail delivery.

The newly appointed Director should submit a Form 700 (marked to indicate Assuming Office), and the resigning Director should submit a Form 700 (marked to indicate Leaving Office), to our office within 30 days. Information and forms are available at the Fair Political Practices Commission website: [www.fppc.ca.gov](http://www.fppc.ca.gov).

After a new board member is appointed, please complete, sign and administer the Certificate of Appointment and Oath of Office form. The appointed official must also sign it. After administering the Oath, please keep the original, give one copy to the new board member, and return one copy to us in the envelope enclosed. Please note that all copies of the Oath need original signatures for your files.

Please call me at 530-886-5650 if you have any questions.

Sincerely,

Candidate Services  
Placer County Elections Office

Enc: Certificate of Appointment and Oath of Office, Government Code, Registry of Public Agencies and Addendum - Elected Officials and Terms of Office



**Secretary of State**  
**Registry of Public Agencies**  
 (Government Code section 53051)

**SF-405**

**IMPORTANT — Read Instructions before completing this form.**

There is **No Fee** for a Registry of Public Agencies filing

**Copy Fees** – First page \$1.00; each attachment page \$0.50;  
 Certification Fee - \$5.00

**This Space For Office Use Only**

**1. Type of Filing** (Check one.)

- Initial Filing (first Registry of Public Agencies filing for an agency)  
 Updated Filing (change to an existing Registry of Public Agencies record)

**2. Agency Information**

a. Full Legal Name of Public Agency	
b. Nature of Update (complete if Updated Filing)	
c. County	d. Official Mailing Address

**3. Chairperson, President, or Other Presiding Officer**

a. Name	b. Title
c. Business or Residence Address	

**4. Clerk or Secretary**

a. Name	b. Title
c. Business or Residence Address	

**5. Other Members of the Governing Board** (Enter as many as applicable. Attach additional pages for additional members.)

Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address
Name	Business or Residence Address

**6. Date and Sign Below** (Additional members set forth on attached pages, if any, are incorporated herein by reference and made part of this Form SF-405, Registry of Public Agencies.)

_____	_____	_____
Date	Signature	Type or Print Name

## Instructions for Completing the Registry of Public Agencies (Form SF-405)

The governing body of a public agency is required, within 70 days after the commencement of the agency's legal existence, to file a specified statement of facts about the agency with the Secretary of State. This information is also required to be updated within 10 days of a change to it.

### Fees:

- **Filing Fee:** There is **no fee** for a Registry of Public Agencies filing.

**Copies:** To obtain copies or certified copies of the filed document, include payment for copy fees and certification fees at the time the document is submitted. Copy fees are \$1.00 for the first page and \$0.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

**Payment Type:** Check(s) or money orders should be made payable to the Secretary of State. **Do not send cash by mail.** If submitting the document in person in our Sacramento office, payment also may be made by credit card (Visa or Mastercard).

If you are not completing this form online, please **type or legibly print** in black or blue ink. **Complete the Registry of Public Agencies (Form SF-405) as follows:**

Item	Instruction	Tips
1.	You must check the appropriate box ( <b>check one</b> ).	<ul style="list-style-type: none"> <li>• If this is the first Registry of Public Agencies filing for an agency, check "Initial Filing".</li> <li>• If this is a change to an existing Registry of Public Agencies record, check "Updated Filing".</li> </ul>
2a.	Enter the full legal name of the public agency.	
2b.	Indicate the nature of the update if this is an updated filing.	<ul style="list-style-type: none"> <li>• Leave this blank for initial filings.</li> <li>• For updated filings, list information that has changed.</li> </ul>
2c.	Enter the county or counties in which the agency operates.	<ul style="list-style-type: none"> <li>• List as many as applicable. If additional space is required, attach additional pages.</li> </ul>
2d.	Enter the agency's official mailing address.	<ul style="list-style-type: none"> <li>• The <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li> <li>• P.O. box is acceptable.</li> </ul>
3a.	Enter the Chairperson, President, or Other Presiding Officer's name.	
3b.	Enter the Chairperson, President, or Other Presiding Officer's official title.	<ul style="list-style-type: none"> <li>• Include the full official title.</li> </ul>
3c.	Enter the Chairperson, President, or Other Presiding Officer's business or residence address.	<ul style="list-style-type: none"> <li>• A <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li> </ul>
4a.	Enter the Clerk or Secretary's name.	
4b.	Enter the Clerk or Secretary's official title.	<ul style="list-style-type: none"> <li>• Include the full official title.</li> </ul>

4c.	Enter the Clerk or Secretary's business or residence address.	<ul style="list-style-type: none"> <li>• A <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li> </ul>
5.	Enter the name and business or residence of any other members of the agency's governing board, if applicable.	<ul style="list-style-type: none"> <li>• A <b>complete address</b> is required, including the street name and number, city, state, and zip code.</li> <li>• Attach additional pages if additional space is required.</li> </ul>
6.	Date, sign, and print the name of the individual completing the form.	

**Where to File:** Completed forms along with the applicable fees, if any can be mailed to Secretary of State, Special Filings Unit, P.O. Box 942870, Sacramento, CA 94277-2870 or delivered in person (drop off) to the Sacramento office, 1500 11th Street, 2nd Floor, Sacramento, CA 95814. This form is filed only in the Sacramento office.

**Legal Authority:** General statutory filing provisions are found in Section [53051](#). All statutory references are to the California Government Code, unless otherwise stated.

## Addendum - Elected Officials and Terms of Office

District Name:

District Address:	Mailing Address:
Designated Contact:	Superintendent/ General Manager:
Title:	Phone:
Phone:	Email:
Email:	

Board Member and Contact Info	Elected/ Appointed	Term Start Date		Term End Date
<i>Name:</i> <i>Address:</i> <i>Phone:</i> <i>Email:</i>			TO	
If applicable, what board member did this person replace: Date of Vacancy:				
<i>Name:</i> <i>Address:</i> <i>Phone:</i> <i>Email:</i>			TO	
If applicable, what board member did this person replace: Date of Vacancy:				
<i>Name:</i> <i>Address:</i> <i>Phone:</i> <i>Email:</i>			TO	
If applicable, what board member did this person replace: Date of Vacancy:				
<i>Name:</i> <i>Address:</i> <i>Phone:</i> <i>Email:</i>			TO	
If applicable, what board member did this person replace: Date of Vacancy:				
<i>Name:</i> <i>Address:</i> <i>Phone:</i> <i>Email:</i>			TO	
If applicable, what board member did this person replace: Date of Vacancy:				



CALIFORNIA CODES  
PUBLIC UTILITIES CODE  
SECTION 11861-11865

11861. The directors elected at the formation election shall hold their respective offices only until the first day of January next following the next general election and until their successors are elected and qualified.

11862. Of the directors elected at the first election following the formation election, those three elected by the highest vote shall hold office for four years, and the other two for two years, and until their successors are elected and qualified. Thereafter, at each biennial general election, a number of directors corresponding to the number whose terms of office expire shall be elected for the term of four years.

11863. Directors elected at the formation election shall enter upon their official duties immediately upon the filing of the order declaring the result of the election with the Secretary of State, after qualifying according to law. The terms of directors elected after the formation election shall commence on the first day of January next following their election.

11865. Vacancies on the board shall be filled as provided in this section:

(a) The remaining board members may fill the vacancy by appointment until the next district general election that is scheduled 90 or more days after the effective date of the vacancy.

The appointment shall be made within a period of 60 days immediately subsequent to the effective date of such vacancy. A notice of such vacancy shall be posted in three or more conspicuous places in the district at least 15 days before the appointment is made.

In lieu of making an appointment, the remaining members of the board may within 60 days of the vacancy call a special election to fill the vacancy. The person elected at such special election shall hold office for the remainder of the term in which the vacancy occurred.

(b) If the vacancy is not filled by appointment as provided in subdivision (a), or if the board has not called for an election within 60 days of the vacancy, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held may fill the vacancy by appointment within 90 days of the effective date of the vacancy or may order the district to call a special election to fill the vacancy.

(c) If within 90 days of the effective date of the vacancy, the remaining members of the board or the appropriate board of supervisors have not filled the vacancy by appointment and no election has been called for, the district shall call a special election to fill the vacancy.

(d) A person elected at an election to fill a position to which an appointment was made pursuant to this section shall take office immediately upon issuance of the certificate of election by the secretary of the district, after qualifying according to law, and shall hold office for the remainder of the term in which the vacancy occurs.