

**RESOLUTION NO. 2021-08**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CALWA  
RECREATION AND PARK DISTRICT ADOPTING A PROCESS FOR  
FILLING OF VACANCY ON THE BOARD BY APPOINTMENT**

WHEREAS, Board Member Sanchez submitted his resignation letter effective August 3, 2021; and

WHEREAS, under Government Code Section 1780 the Board must fill a vacancy on the Board within sixty days from the commencement of the vacancy by election or by appointment; and

WHEREAS, the Board has determined that it is in the best interest of the District to fill the vacancy by appointment.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

SECTION 1. The foregoing recitals are incorporated by reference.

SECTION 2. The Board hereby adopts a process for filling the vacancy on the Board by appointment as follows:

A. Invitation for Applications.

The District Administrator shall post a notice of the vacancy and invite applications from residents within the Calwa Parks and Recreation District boundaries for appointment to the vacancy. The notice shall be posted at the District office and on the District's website. The District Administrator shall employ the usual communication methods to alert District residents, interested groups, and individuals who have requested copies of Board agendas. The notice shall be submitted to the newspaper of general circulation which prints the District's legal notices. The notice shall provide a deadline of September 15, 2021, for submission of applications and provide that applications may be submitted electronically, in person, or by mail.

B. Application Form.

The District Administrator shall post an application form on the District's website and provide a copy of an application form to any person who requests an application. The application form shall include that the applicant must be at least 18 years old, a resident of Calwa, and a registered voter. The application must be signed by the applicant.

C. Consideration of Applications and Appointment.

1. The District Administrator shall post all applications received on the Board meeting agenda of September 21, 2021 or at a special meeting after that date but before October 2, 2021, as directed by the Board.

2. At that time, or at such other time as the Board may determine, the Board shall consider the applications. Persons who have submitted an application shall have an opportunity to address the Board and the Board may ask question of the applicants.

3. The public shall have the opportunity to comment upon the candidates as a part of the agenda item.

4. No discussion of the candidates may be had in closed session.

5. An appointment will be approved by resolution and deemed to have been made upon a motion made and seconded and having received at least three (3) affirmative votes. Upon an appointment having been made, the successful candidate shall, at that meeting or at a subsequent regular Board meeting, take the oath of office and be seated with the Board. No appointment shall be deemed to have been completed and become effective until the appointee takes the oath of office.

#### SECTION 3. Powers and Duties of Appointed Person.

The person appointed to the Board shall serve the unexpired term for Board Member Sanchez. The appointed Board Member shall have all of the rights, privileges, and duties of an elected Board Member. The appointed Board Member shall complete and file all conflict of interest disclosure forms as are required by law and shall be bound by and obey all other requirements pertaining to membership on the Board.

#### SECTION 4. California Environmental Quality Act (CEQA) Finding.

This resolution is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), Review for Exemption, because it can be seen with certainty that the project will not have a significant effect on the environment; therefore the project is not subject to CEQA.

#### SECTION 5. Implementation of Appointment Process.

The District Administrator and District Council are authorized and directed to take such actions as may be necessary or convenient to give effect to the foregoing action.

#### SECTION 5. Effective Date.

This resolution shall take effect upon adoption.

(Certification on Next Page)

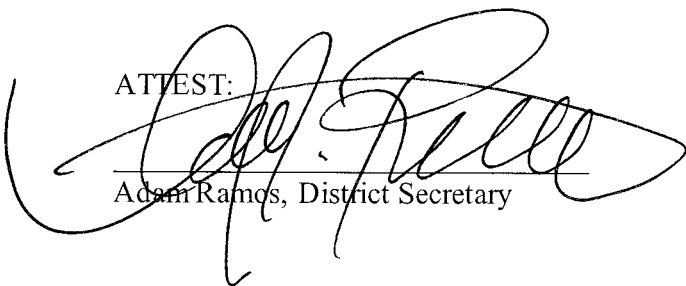
CERTIFICATION

Adoption of the foregoing Resolution No. 2021-08 was moved by Director Esmeralda Zamora seconded by Director Mary Rosales at a regular meeting of the District Board of Directors, held on August 21, 2021, and adopted on roll call by the following vote:

AYES: 5  
NOES: 0  
ABSTENTIONS: 0  
ABSENCES: 0

Esmeralda Zamora  
Esmeralda Zamora Board Chair

ATTEST:

  
Adam Ramos, District Secretary