



**CSAC Excess Insurance Authority
Policy Statement on Rules and Procedures
for the Conduct of Elections and Filling a
Public Entity Vacancy**

1. **Purpose.** The purpose of this policy statement is to establish procedures for the conduct of Public Entity elections and the filling of a midterm vacancy for a Public Entity Board of Directors position.
2. **Authorities.** The Bylaws, Article XIII, provides, "The Executive Committee shall adopt rules and procedures for the conduct of the elections, which shall include, but not be limited to, a nominating committee which shall be responsible for determining a slate of candidates." The Joint Powers Agreement, Article 7(c), provides that, "Any vacancy in a public entity director position shall be filled by vote of the public entity members."
3. **Procedures for conducting a Regular Election.**
 - a. The Governance Sub-Committee shall serve as the nominating committee.
 - b. The terms of the seven voting positions are generally for two years and are staggered so that approximately half of the directors' terms expire each year. Occasionally, one-year terms may be established to maintain the appropriate stagger, at the direction of the Governance Sub-Committee.
 - c. Designated positions are filled first. When a designated position (city, school, or special district) is up for election, nominees for that type of entity will be determined and the nominee with the highest number of votes in that category will be designated as the representative for the category.
 - d. Once the designated seats are filled, the At-Large representatives are determined. The nominees with the highest number of votes will be designated as the At-Large representatives with a two-year term. The number of At-Large representatives elected will depend on the number of vacancies.
 - e. The next three nominees with the highest number of votes will be designated as Alternate representatives (which will have a one-year term).
 - f. Should there be a tie; the tie will be decided by lot.
 - g. The Executive Committee shall certify the results of the election.
4. **Vacancy Within Six Months of a Regular Election.** If a vacancy occurs in a Public Entity Board position within six months of the Executive Committee's certification of a regular election, the Executive Committee may use the results of that election to fill the vacancy by recertifying the results of the election. In the alternative, the Executive Committee may call for a special election of the Public Entity members to fill the vacancy.
5. **Vacancy Beyond Six Months of a Regular Election.** If a vacancy occurs in a Public Entity Board position beyond six months from the time of the Executive Committee's certification of a regular election, the Executive Committee may call for a special election of the Public Entity members to fill the vacancy. In the alternative, the Executive Committee may determine to leave the position vacant until the next regular election.