

## Sample Document

**[INSERT NAME OF DISTRICT] COMMUNITY SERVICES DISTRICT**

### NOTICE OF VACANCY

### ON THE BOARD OF DIRECTORS

Interested community members are hereby notified that Pursuant to Government Code §1730 there **[is one vacancy or are [#] vacancies]** on the **[Insert name of District]** Board of Directors.

Requirements for this office are to be a registered voter and to live in the boundaries of the district. Appointments shall hold office until the next scheduled election for the district, **[insert name and date of next election]**.

To be considered for appointment, submit a letter of interest to **[insert contact name, number, email address, and mailing address for the district secretary]**.

Letters of interest to serve on the Board are welcomed to be submitted at any time. We are hoping to fill these vacancies within the next 30 days, and would like to receive letters by **[insert due date]**. However, all letters of interest will be accepted until these positions are filled.

If you have questions or would like more information, please call **[insert contact name]** at **[insert contact number]**, or email **[insert contact email]**, or visit our website: **[insert website url]**

Thank you for your interest in serving our community!