

**GOVERNING BOARD TERM OF OFFICE, ABSENCES, WARDS, AND ELECTION REGULATIONS**

Each person elected at a regular biennial Governing Board member election shall hold office for a term of four years commencing on the second Friday in December following the general election in November. Elections shall be held every two years, in even numbered years. Terms of Governing Board members are staggered so that, as nearly as practical, one half of the Governing Board members shall be elected at each Governing Board election.

No member of the Board shall be absent from the state for more than 60 days, except in any of the following situations:

- a. upon business of the District with the approval of the Board;
- b. with the consent of the Board for an additional period not to exceed a total absence of 90 days. (In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.); or
- c. for federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. (If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.)

The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

The District is divided into five Wards, each represented by a Governing Board member. The Governing Board candidate must reside in and be registered to vote in the Governing Board Ward he or she seeks to represent. Only registered voters residing in the same Ward are eligible to vote for the Governing Board candidate.

The Chancellor shall submit recommendations to the Governing Board regarding adjustments to be made to the boundaries of each Ward area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Governing Board to act as required by law.

Candidates standing for election to the Governing Board must adhere to the following regulations:

1. Each candidate, including an incumbent, must bear the cost of preparing and mailing the "Statement of Qualifications." The estimated cost will be collected by the Registration-Election Department, Contra Costa County, at the time of filing the statement.

2. The "Statement of Qualifications" may not exceed 200 words.
3. In the event of a tie vote, the Governing Board shall determine the outcome by lot.
4. All regulations shall apply to all candidates, including incumbents.

Education Code 5000 *et seq.*, 72022, 72036  
Election Code 13307

Historical Annotation:  
Revised 6/5/85  
Second Revision 6/27/90  
Third Revision 7/21/99  
Fourth Revision 1/25/12  
Fifth Revision 12/12/12  
Sixth Revision 2/25/15  
Seventh Revision 6/22/16  
Eighth Revision 9/9/20

Related Board Policies:  
Board Policy 1021  
Rules and Regulations of the Governing Board: Authority

Related Procedures:  
Administrative Procedure 1021.01