

PLUMAS COUNTY CLERK

Recorder (530) 283-6218
Registrar of Voters (530) 283-6256

520 Main Street, Room 102, Courthouse
Quincy, CA 95971 * Fax: (530) 283-6155



DATE: January 2, 2016

TO: Plumas County Special District Secretaries

FROM: Kathy Williams, Clerk-Recorder,
County of Plumas

SUBJECT: Reporting Requirements
for Special District Secretaries

Kathy Williams
Clerk – Recorder
Registrar of Voters
kathywilliams@countyofplumas.com

Melinda Rother
Assistant
melindarother@countyofplumas.com

The Government and Election Code require that you provide certain information to our office concerning each Special District within the county:

- **NOTIFICATION OF RESIGNATION OF BOARD MEMBER**
Fax, mail or email a copy of the letter of resignation by any board member to the Election Division.
- **NOTIFICATION OF VACANCY ON BOARD**
Fax, mail or email a copy of the “NOTICE OF VACANCY” that your district posts in 3 public places within your district or publishes prior to appointment of new interim director.
- **NOTIFICATION OF APPOINTMENT OF NEW BOARD MEMBER**
Fax, mail or email a copy of your board minutes highlighting the appointment of new board member, **including the term expiration date** (should be part of the appointment at your meeting), to the Elections Division.
- **NOTIFICATION OF CHANGE OF ADDRESS OR NAME OF DISTRICT**
Fax, mail or email to the Elections Division and to Secretary of State a “STATEMENT OF FACTS/ROSTER OF PUBLIC AGENCY FORM”.
- **NOTIFICATION OF CHANGE OF SECRETARY OF DISTRICT**
Fax, mail or email to Elections Division and Secretary of State a “STATEMENT OF FACTS/ROSTER OF PUBLIC AGENCY FORM”.

For information regarding any of these items or questions concerning elections or appointments, please contact the office of the County Clerk - Elections Division at:

(530) 283-6129, FAX 283-6155, Email marcydemartile@countyofplumas.com