

## **BOARD RESIGNATION AND APPOINTMENT SOP**

See pages 5-6

### **Appointment**

The CEPD Executive Director shall solicit applications to fill a vacancy on the CEPD Board of Commissioners.

Solicitation shall be made as follows: • Announce vacancy at the next Board meeting. • Send a Beach Brief announcing vacancy within 2 days. • Announce vacancy at next Captiva Community Panel meeting. • Place an advertisement in the local newspaper for a minimum of 2 weeks.

Applicants will be requested to submit an application, as well as a resume/c. vita, or other background information.

Upon receipt of all applications, submitted information will be distributed to current Commissioners.

Appointment shall be placed on the agenda as soon as practicable. Each applicant will be requested to attend a scheduled board meeting to present their qualifications. Each Commissioner will then have time to ask the individual any questions. Each applicant will be provided an equal amount of time at the discretion of the Chairman.

If more than one seat is vacant, the following steps should be performed separately for each vacant seat. Upon completion of the interviews, each Commissioner shall rank the applicants in order of preference with the top applicant receiving the numerical value of one (1) and the next highest applicant receiving the numerical value of two (2) and the ranking process continuing through the remaining number of applicants. These rankings shall be signed by each commissioner and provided to the Board Secretary (or an appointee) who will verbally read the results as required by Sunshine Law and will rank each as follows: • The person with the most first place votes is announced and the call for motion, second, and vote will be taken. • In the case of a tie, remove all candidates that are not included in the tie. • Tally the total numbers for

the two candidates that tied. • The candidate with the lowest total is announced and the call for motion, second and vote is taken. • If there is still a tie, discussion should ensue, and a vote taken again. • Re-tally with the most first place votes. • Should the motion fail, subsequent motion(s) shall be considered until the Board fills the vacancy.

Once the Board has voted on a commissioner the Supervisor of Elections requires a copy of the Board Minutes, the Oath of Office, and Form 1 Statement of Financial Interests to the Lee County Supervisor of Elections office and to the Florida Division of Elections in Tallahassee.

Thank you,

Ralf Brookes Esq.

CEPD Board Attorney

Direct Mail: P.O. Box 100238 Cape Coral Florida 33910

Phone/Text (239) 910-5464

Fax (866) 341-6086

RalfBrookes@gmail.com

Ralf@RalfBrookesAttorney.com

Board Certified in City, County and Local Government Law

by The Florida Bar