

# Vacancy Filling Policy

## Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

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### 1. Introduction and Purpose

This policy ensures that board vacancies are filled transparently and fairly, with preference given to Emeritus Members per **Article IV, Sections 5 and 7** of the MVVCSO 2025 bylaws. It supports effective governance and aligns with MVVCSO's mission to serve the Ranchita community.

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### 2. Definition of a Vacancy

A vacancy occurs when a director position becomes open due to:

- Resignation
  - Removal
  - Death
  - Incapacity
  - Failure to maintain eligibility (e.g., residency, good standing)
  - Any other reason specified in the bylaws or California law
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### 3. Preference for Emeritus Members

- **Emeritus Members** are former directors recognized for significant service to MVVCSO and the Ranchita community. They are prioritized to leverage their experience.
  - Qualified Emeritus Members' applications are reviewed first.
  - Eligibility requires meeting current director criteria (e.g., residency, good standing) per **Article IV, Section 1**.
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### 4. Vacancy Filling Process

The process ensures transparency and compliance with legal and organizational standards:

#### **4.1. Public Notice and Solicitation**

- Within 7 days of a vacancy, the Secretary will post a notice at the food bank lot, community bulletin boards, and online (if available).
- The notice includes:
  - Eligibility criteria
  - Application instructions and a 30-day deadline
  - Preference for Emeritus Members
- Notices will be accessible (e.g., large print, Spanish translations).

#### **4.2. Application Review**

- The Governance Committee (or an ad hoc committee) reviews applications, prioritizing qualified Emeritus Members.
- If no Emeritus Members qualify, other eligible applicants are considered.
- Selection criteria include:
  - Commitment to MVVCSO's mission
  - Relevant skills
  - Community representation
- Recommendations are submitted to the board for a vote.

#### **4.3. Board Decision**

- The board votes on candidates at the next meeting, requiring a majority to appoint.
- Multiple vacancies may be filled in one vote if all candidates qualify.

#### **4.4. Public Reporting**

- Within 7 days of appointment, the Secretary posts the new director's name, qualifications, and appointment date in accessible formats at public locations and online (if available).

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### **5. Timeline**

- Applications due: 30 days from notice.
- Committee review: 14 days post-deadline.
- Board vote: Within 30 days of recommendations.
- Extensions may apply if no qualified candidates are found.

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### **6. Handling No Qualified Emeritus Members**

- If no Emeritus Members apply or qualify, the board reviews other applicants.
  - The board may select a non-Emeritus candidate if justified and documented in the minutes.
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## 7. Diversity and Inclusivity

- The board seeks diverse candidates to reflect the Ranchita community, with outreach to underrepresented groups.
  - The process complies with the **Unruh Civil Rights Act**, ensuring no discrimination.
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## 8. Documentation and SOPs

- This policy is part of MVVCSO's SOPs.
  - All steps are documented and available to members per **Article VII, Section 1**.
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## 9. Compliance

- **2025 Bylaws**: Aligns with **Article IV, Sections 5 and 7**.
  - **California Corporations Code**: Complies with § 5220.
  - **IRS 501(c)(3)**: Ensures no private benefit.
  - **Nonprofit Integrity Act**: Promotes transparency.
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## 10. Review

- Reviewed annually by the board.
  - Amendments require a majority vote and 30 days' notice to Voting Members per **Article VIII**.
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