

Procedure to Fill Vacancy on  
Green Valley Ranch East Metropolitan District No. 8 Board of Directors

1. Distribute the approved Board Vacancy Interest Form to residents in the community who are interested in being considered to fill the vacancy via eblast, posting on community webpage, posting on District's webpage, mailing to homeowners, and physical distribution.
2. Ask that all completed forms be returned to Jennifer Ivey via email ([JIvey@isp-law.com](mailto:JIvey@isp-law.com)) by 5:00 p.m. on 09/25/23.
3. Jennifer's office will verify applicants to fill the vacancy are eligible electors of the District by 09/28/23.
4. The completed forms for verified eligible electors will be forwarded to the Board members by 09/29/23.
5. Interviews will be completed at an in-person special study session of the Board to be held starting at 4:00 p.m. on 10/04/23.
6. The Board will consider making an appointment to the vacancy at an in-person special meeting of the Board to be held at 12:30 p.m. on 10/18/23.
7. The appointee will be provided the oath of office and asked to complete the oath and return to Jennifer Ivey no later than 11/13/23, in order to allow enough time to have the proper documents filed by Jennifer's office no later than 30 days after the date of appointment.