

Procedure to Fill Vacancy on  
Green Valley Ranch East Metropolitan District No. 7 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, 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 11/4/23.
3. Jennifer's office will verify applicants to fill the vacancy are eligible electors of the District by 11/13/23.
4. The completed forms for verified eligible electors will be forwarded to the Board members by 11/15/23.
5. The Board members will review the completed forms and, if more than one interest form was received, will provide names of candidates to Jennifer's office via email to schedule an interview with Brenda Pierce and Brandon Wyszynski.
6. Interviews will be completed by 12/1/23, and a preferred candidate will be selected by the 2 Directors conducting the interviews by 12/4/23.
7. The preferred candidate will be submitted to the Board for approval at the regular meeting scheduled on 12/5/23.
8. The appointee will be provided the oath of office and asked to complete the oath and return to Jennifer Ivey no later than 12/28/23, 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.