

Procedure to Fill Vacancies on
Sheridan Station West Metropolitan District Board of Directors

1. Distribute the Call for Applicants and Board Vacancy Application Form to residents in the community who are interested in being considered to fill the vacancy via eblast and posting on the District's webpage on 10/30/2023.
2. Ask that all completed forms be returned to Peggy Ripko via email (pripko@sdmsi.com) by 12:00 p.m. on 11/6/23.
3. Peggy's office will verify applicants to fill the vacancy are eligible electors of the District by 11/7/23.
4. The completed Board Vacancy Application Forms for verified eligible electors will be forwarded to the Board members on 11/7/23 as early in the day as possible.
5. The Board members will review the completed Board Vacancy Application Forms.
6. The Board will hold a special meeting on 11/8/23 at 4:00 p.m. to conduct interviews and the Board will consider making appointments to the vacancies.
7. The appointee(s) will be provided an oath of office and asked to complete the oath and return to Peggy Ripko no later than 12/1/23, in order to allow enough time to have the proper documents filed no later than 30 days after the date of appointment and prior to the 12/8/23 regular meeting of the Board.