

Order of Election

(Education Code Sections 5000, 5018, 5304, and 5322)

RESOLUTION # 2025-26-11

ORDERING GOVERNING BOARD MEMBER ELECTION

WHEREAS, the regular biennial election of governing board members is ordered by law pursuant to Section 5000 of the Education Code to fill offices of members of the governing board of Willows Unified School District, of Glenn (County), now be it **RESOLVED** that the County Superintendent of Schools for this county call the election as ORDERED and in accordance with the designations contained in the following Specifications of the Election Order made under the authority of Education Code Sections 5304 and 5322.

SPECIFICATIONS OF THE ELECTION ORDER

The election shall be held on Tuesday, November 3, 2026,
(DATE) (YEAR)

The purpose of the election is to elect four (4) members of the governing board

Of the Willows Unified School District. ⁽¹⁾

IT IS FURTHER ORDERED that the clerk or secretary of the district shall deliver not less than 123 days prior to the date set for the election, two (2) copies of this Resolution and Order to the county superintendent of schools and one (1) copy to the officer conducting the election.

The foregoing Resolution and Order was adopted by a formal vote of the governing board of Willows Unified School District of Glenn County, being the board authorized by law to make the designations therein contained on June 25, 2026.

(DATE) (YEAR)

Signed _____
(CLERK/SECRETARY OF THE GOVERNING BOARD)

⁽¹⁾ In the case of an election on a measure, including a bond measure, insert this or equivalent wording: “**Another purpose of the election is to submit to the voters the following measure(s):**” followed by the exact wording of each measure as it is to appear on the ballot (in 75 words or less, as per Elections Code Sec. 13247).

If the measure is a BOARD MEMBER INCREASE proposal sought under the provisions of Education Code Sec. 5018, the Specifications of the Election Order should also be made to state the following “**Another purpose of the election is to elect two additional members of the governing board to serve if the board member increase measure is approved by the voters.**” Please note, also, that Education Code Sec. 5018 allows a governing board to request the superintendent to **resubmit** a board member increase measure to voters, and that the request can be transmitted to the superintendent up to 100 days (rather than 123 days) prior to a governing board member election.

INSTRUCTIONS: After the board has adopted this (or other form of a) Resolution calling the election and setting forth the Specifications of the Election Order, the board clerk or secretary shall sign and distribute the “Order of Election” as follows:

(1) For a governing board member election, generate three copies of the Resolution and Specifications; and, not less than 123 days prior to the date set for the election, send one copy to the officer conducting the election, and two copies to the county superintendent of schools. The superintendent, then, shall send one copy together with a copy of the Notice of Election to the officer conducting the election (county clerk or registrar of voters), not less than 120 days before the election (Education Code Sec. 5324).

(2) For an election on a measure, including a bond measure, send (only one copy of) the Resolution and Specifications directly to the officer conducting the election (county clerk or registrar of voters), not less than 88 days prior to the date of the election.