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**DISTRICT OF COLUMBIA  
BOARD OF ELECTIONS AND ETHICS  
WASHINGTON, D.C.**

**PROCEDURES FOR FILLING VACANCIES IN OFFICE**

The D.C. Board of Elections and Ethics has published this public information advisory to answer questions about the filling of vacancies in the Offices of Mayor, Delegate to the House, and Chairman or Member of the District Council. While this advisory provides basic information, it is not intended to be the ultimate reference on the matter of vacancies. For more information, consult the D.C. Charter, Section 1312(j) of the D.C. Code, and Chapters 9 and 16 of the Board's regulations.

**Occurrence of a Vacancy**

A vacancy in a public office will result when:

1. An elected official dies in office.
2. An elected official resigns.
3. An elected official ceases to be a "qualified elector," the basic requirement for holding elective office. Under D.C. Code, Section 1-1302, an elected official may lose qualified elector status by failing to maintain a voting residence in the District, being adjudged mentally incompetent, or being incarcerated for conviction of a felony.

**The Call for a Special Election**

Within five days of the occurrence of vacancy,\* the Board of Elections certifies the office as vacant and calls a Special Election to fill the remainder of the official's term.

Within seven days after the vacancy is certified, the Board makes available nominating petitions and an election calendar that outlines important dates - such as the deadlines for petition submission, voter registration, absentee voting, etc.

**Scheduling the Special Election**

Under the Home Rule Charter, the Special Election to fill the remainder of the official's term must be held on the first Tuesday following the 114th day after the Board certifies the vacancy.

However, if a General Election is already scheduled within 60 days of this projected date, the Board may schedule the Special Election concurrent with the General Election.

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\*In the case of resignation, the Board's rules include a requirement for receipt of official notice from the resigning official before the five (5) day vacancy certification period begins.