

The purpose of this policy is to determine the process for filling a vacancy that occurs when a School Board Member vacates his/her seat prior to the expiration of their term.

A vacancy that occurs during a Board Member's term of office shall be filled by appointment of the School Board. The appointment shall be determined by a majority vote of the School Board using the following process:

1. The vacancy shall be advertised using the same procedure as used for public notices of School Board Meetings, including printing in the official district newspaper and posting at the school district offices.
2. The notice of vacancy shall include instructions on the application procedure, candidate eligibility, and deadline for receipt of the applicant's materials.
3. Each Board Member will be provided copies of all of the applicant materials.
4. Each Board Member may select one candidate to be interviewed. Up to six applicants may be interviewed by a quorum of the School Board. Interviews will be conducted in a consistent manner. Second interviews may be conducted if so decided by the School Board.
5. Final selection to the vacant seat will be made by resolution at a Regular or Special School Board Meeting by majority roll call vote of the School Board Members.
6. The School Board Member-elect will be administered the Oath of Office at the next Special or Regular School Board Meeting and serve for the remainder of the vacant term.

Adopted: 3/5/01