

POLICY: BBE-R
Approved: September 27, 2004
Reviewed:
Revised:

UNEXPIRED TERM FULFILLMENT - RULE

Vacancies on the Board shall be filled in accordance with the following procedures:

1. The vacancy shall be announced in the local newspaper for a minimum of two weeks prior to the deadline for applications. The notice shall identify: a) the position that is open; b) the deadline for acceptance of applications, including a specific date and time; and c) how interested individuals are to apply.
2. Interested individual(s) will be required to write a letter of application for the vacancy by identifying why they want to be on the School Board and provide background information. The letter of application must be submitted by the deadline. If only one or no applications are received by the deadline, the deadline may be extended by a majority vote of the Board.
3. Voting on the candidate(s) shall be done in an open meeting, by signed ballot vote. The vote of each Board member must be recorded in the minutes in keeping with State law. The candidate receiving the majority vote of those members present will be deemed the successful candidate.
4. The appointee will receive confirmation in writing and unsuccessful applicants will also be notified in writing of the Board's decision. These written notifications will occur promptly.
5. The appointee may execute the oath of office and be seated on the Board immediately or not later than the next regularly scheduled Board meeting. The Board President will assign the appointee to standing committees and other delegated responsibilities as necessary.