

FILLING BOARD OF EDUCATION VACANCIES

Vacancies on the Board of Education shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a Board of Education vacancy shall not take office unless and until they have taken and filed the oath of office. The oath shall be filed on or before any deadline that the Board of Education establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

APPOINTMENT GUIDELINES

During the 60 days immediately following the date on which a vacancy first exists, the Board of Education may fill the vacancy only by an appointment made by a vote of the remaining members of the Board of Education. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

1. The District Administrator, or their designee, shall give notice of the vacancy to the public. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first posted or published.
2. Any qualified elector of the District who is interested in filling the vacancy may submit a letter of application (addressing qualifications and interest) to the office of the District Administrator by the date specified in the notice. If no applications are received by the deadline, the Board President may direct the District Administrator to re-issue the solicitation of interest with the deadline extended by up to an additional 14 days. The Board President shall ensure that all Board of Education members are informed of any such extension.
3. On or before the date of the Board of Education meeting at which the Board of Education considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.
4. The Board of Education shall consider all of the identified potential appointees at a properly noticed meeting of the Board of Education. Each potential appointee shall be given an opportunity to make a statement in support of their possible appointment to serve on the Board of Education. The Board of Education may ask the same set of question to all potential appointees.
5. Unless a majority of the Board of Education approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of

signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for “none of the above” counting as a vote cast.

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the Board of Education will attempt to fill the vacancy using the following procedure:

1. If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.
2. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular Board of Education meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the Board of Education shall attempt to appoint a qualified elector to fill the vacancy by a majority vote. If after 5 rounds of voting the Board of Education still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.
3. A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Each Board of Education member who is present at the meeting may nominate, or support the nomination of, only one nominee.
4. Each nominee, if any, whose nomination is supported by at least 2 Board of Education members (inclusive of the Board of Education member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy.
5. If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at regular Board of Education meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

For purposes of this policy, a regular Board of Education meeting is any Board of Education meeting that is convened pursuant to lawful authority (e.g., a meeting scheduled by a specific vote of the Board of Education, the regular monthly meeting(s) established by a Board of Education decision or under a Board of Education policy, etc.) In addition, a meeting that is scheduled pursuant to the filing of a request signed by a majority of Board of Education members shall not be considered a regular meeting for purposes of this policy.

Legal Ref: 11.0202(1); 17.01(13), 17.03, 17.035, 17.17(5), 17.26, 19.01, 59.23(2)(s); 120.05 (1)(d), 120.06 (10), 120.12(28); 120.17(1) WSS

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