

**SERIES 100
BOARD OF EDUCATION**

Board Rule 133

PROCEDURES FOR FILLING BOARD VACANCIES

1. The Board shall establish a deadline for letters of application to be received.
2. The Board's desire to fill a vacancy shall be publicized in the normal posting places and through the use of media used for meeting notices.
3. If only one or no applications are received by the deadline, that one person may be appointed to the Board upon approval of a majority of the remaining members of the Board or the deadline may be extended upon approval of a majority of the remaining members of the Board.
4. After the deadline, the remaining members of the Board shall interview the candidates. These interviews may take place at a regularly scheduled meeting of the Board or a special meeting of the Board called for the exclusive purpose of conducting these interviews.
5. All applicants shall be notified of their interview time. Each applicant shall be given one appointment to appear. If the applicant cannot appear at the designated time, a second appointment can be offered at the Board's discretion. The interviews shall be conducted uniformly in accordance with procedures established by the Board President and those procedures may be communicated to applicants prior to the interviews. Applicants shall be requested, as a courtesy, to not be present while other applicants are being interviewed.
6. Voting on the candidate(s) shall be done in open session, by a signed ballot vote. The applicant receiving a majority vote of the remaining members of the Board shall be deemed the successful candidate.
7. If no candidate receives a majority vote of the remaining members, the candidate(s) receiving the fewest votes shall be dropped from consideration. If dropping the tied candidates would reduce the number of remaining candidates to one, the candidates shall remain on the ballot. Additional votes shall be taken and candidates shall be dropped from consideration until two candidates remain.
8. If after the field has been narrowed to two candidates no candidate receives a majority vote of the remaining members, another vote shall be taken. If no candidate receives a majority vote, the appointment shall be tabled until the next regular meeting or a special meeting.

9. If at the next regular meeting or a special meeting no candidate receives a majority vote of the remaining members, the appointment may be tabled until the next regular meeting or a special meeting.
10. At the next regularly scheduled meeting or a special meeting called for the purpose of filling a vacant seat, the Board may require further discussion with the two candidates. The Board will then vote by means of a signed ballot. If neither of the two candidates receives a majority vote of the remaining members, another vote shall be taken. If, at the end of three voting sessions, a candidate has not received a majority vote of the remaining members, the President of the Board will select one of the two candidates for the position.
11. The appointee shall execute the oath of office and be seated on the Board either immediately or no later than the next regular Board meeting. The Board President shall assign the appointee to standing committees and assign other delegated responsibilities.

Date of Adoption: December 18, 2002

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