

Section 100: Board Operations

School Board Vacancies (Administrative Rule)

Code #133.00 Rule

Procedures for Filling Board Vacancies

1. The Tri-County Area School Board's desire to fill the vacancy by taking applications will be publicized in the normal posting places and through the use of those print media usually used for meeting announcements.
2. An advertisement of the vacancy will be published in the local newspaper at least once prior to the deadline.
3. Interested individuals will be required to write a letter of application for the vacancy and submit it by the deadline. The deadline will include a specific date and time for application closure. If only one application is received by the deadline, that one person may be appointed to the Board provided there is majority support of the Board. If not, or if there are no applications by the deadline, the deadline may be extended by a majority vote of the Board.
4. The Board shall determine whether all applicants will be interviewed. If the Board determines that interviewing certain applicants is not necessary, the Board may choose a method for selecting the applicants to interview.
5. After the deadline, a special board meeting will be held to interview applicants. Applicants selected for interviews will be notified of their interview time and given an equal opportunity to make statements on their behalf and answer Board questions.
6. After the applicants selected to be interviewed have had an opportunity to be interviewed, the Board will choose one applicant and an alternate. These choices will require five (5) of the remaining Board member's votes for approval. In the event five (5) Board members do not agree on one applicant and/or an alternate, the Board President (or in the absence of the Board President, the Vice-President) shall select the applicant and/or alternate. If the first choice applicant does not wish to accept the appointment, the alternate will be asked.
7. 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. The requirement to provide written notice shall not be construed to prevent other methods of notification in addition to written notice.
8. The appointee shall execute the Oath of Office and be seated on the Board at the next regularly scheduled Board meeting. The Board President will assign the appointee to standing committees and other delegated responsibilities as necessary

Cross Reference: 133, School Board Vacancies

Previous Approval: June 28, 2005
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