

Board Vacancy Protocols

When a trustee position becomes vacant prior to the end of their term, the following procedure will be followed to fill that vacancy.

1. A vacancy will be declared as soon as possible, either at the next scheduled board meeting or at a special board meeting. **Declaring a vacancy is an agenda action item.**
2. At the meeting where the board declares a vacancy, the board may discuss what qualifications they're looking for in a candidate, in addition to the residential location of the vacancy. This could include skill set, work or school experience, broadening community representation, etc. **This is an agenda information item.**
3. The board clerk will post the vacancy as deemed appropriate by the board chair (i.e., on the district website, in the local paper, on social media, in the district newsletter, and/or in an email to all staff and parents).
4. The board clerk will post the language found here on the school district website, with the appropriate dates and times added throughout, and follow the described process. Best practices recommend promoting the vacancy for up to 30 days. Boards should take great care to fill vacancies within 60-75 days of the vacancy declaration. If, after 90 days of the declared vacancy, the board has been unable to fill the vacancy with a qualified candidate from the zone vacant, the process will extend for another 30 days, allowing any person who is eligible to vote and lives within school district boundaries to submit an application. After 120 days, if the board has been unable to fill the vacancy with a qualified candidate from the school district, the county board commissioners shall appoint a trustee to fill the vacancy. Once the vacancy has been filled, the board clerk will notify the State Superintendent of Public Instruction of the appointment.

