

RESOLUTION: DECLARING A BOARD VACANCY

I hereby move that the Board declare a vacancy in the trustee position for Zone _____ due to

[SELECT ONE:

- 1. The death of a board member**
- 2. The resignation of a board member**
- 3. A board member removing themselves from their zone of residence**
- 4. A board member ceasing to be a resident or school district elector of the district**
- 5. A board member's refusal to serve as a board member**
- 6. A board member's failure to attend four consecutive regular meetings of the board**
- 7. The recall and discharge from office of a board member as provided in law]**

and that the Board begin the process established for filling this vacancy for Zone _____ to complete the unexpired portion of such term.

I further move that the Board direct the **[Clerk or Superintendent]** to begin the process for filling such vacancy, posting notice of the trustee vacancy, and engaging in other notification as provided in Board Policy or additional notification as deemed appropriate.

Last, I move that the Agenda for the Board's Meeting to be held on _____ include an agenda item for interviewing and possible selection of a new trustee.



Notice of Trustee Vacancy

Due to the _____ of Trustee _____, from Zone _____, on _____, 20_____. The Board of Trustees of _____ School District declared a vacancy for Zone _____ on _____, 20_____, and is beginning the process to fill this vacancy.

- Zone _____ encompasses: **[DETAILS OF LOCATION]**
- The individual selected to fill this term will serve the balance of the unexpired term, currently ending on _____, 20_____.
- The Board of Trustees has a period of 90 days from the declaration of the vacancy to fill this position with a qualified individual who resides within Zone _____. If this does not occur, the Board may appoint a person at-large from within the boundaries of the school district. Otherwise, after 120 days, the appointment shall be made by the
- The process that will be utilized by the Board of Trustees to fill this vacancy shall be: **[INSERT DETAILS – This may include the board taking applications for review and then conducting interviews or some other process. Check the District’s policies on this process and make sure to comply with any that are applicable.]**



Notice of Trustee Vacancy Open to Candidates Throughout the District

Due to the _____ of Trustee _____, from Zone _____, on _____, 20_____. The Board of Trustees of _____ School District declared a vacancy for Zone _____ on _____, 20_____.

Because the Board of Trustees has been unable to fill this position with a qualified individual who resides within Zone _____ within the 90 days following the declaration of the vacancy, the Board of Trustees of _____ School District is commencing the process of seeking a person at-large from within the boundaries of the School District. If no such person is found after 120 days, the appointment shall be made by the Board of the county commissioners.

- The individual selected to fill this term will serve the balance of the unexpired term, currently ending on _____, _____.
- The process that will be utilized by the Board of Trustees to fill this vacancy shall be: **[INSERT DETAILS – This may include the Board taking applications for review and then conducting interviews or some other process. Check the District’s policies on this process and make sure to comply with any that are applicable.]**

