

**1050 R&P****VACANCIES ON THE BOARD****1050 R&P**

When a vacancy is created on the Board of Education, for any cause whatsoever, the candidates for the vacated seat must live inside the district seat represented pursuant to Chapter 717, 1975 Session Laws. Appointment is for the remainder of the departing Board member's current term.

**A. Requests for Application to Fill Vacated Seat**

1. The Board of Education will advertise the vacancy, soliciting interested parties to submit an application.
2. The Board will invite recommendations from the departing Board member and input from community leadership in the affected district.

**B. Application Process**

1. The Board of Education will establish a timeline for the Application Process.
2. All candidates must complete the application materials, as determined by the Board of Education, in order to be considered for the vacant seat.
3. The full Board will determine the criteria to narrow the pool of applicants, as deemed necessary.

**C. Application Materials**

Board members may select from a variety of items to be included in the application materials. The following list constitutes a sampling of possible items that the Board may consider:

1. Resume
2. Letter of Interest Outlining the Candidate's Background
3. Specific Questions for the Candidate to Address
4. Letters of Recommendation

**D. Interview Process**

1. Final applicants will be interviewed and voted upon in Open Session.
2. The Board will determine questions to be asked of applicants
3. The votes that each applicant receives will be recorded in minutes.

**E. Oath of Office**

The newly appointed Board member shall be administered the Oath of Office no later than two Board meetings following the appointment, unless otherwise determined by the Board of Education.

**F. New Board Member Orientation**

The appointed Board member will be provided an orientation consistent with Policy 1600-Board Member Orientation.

Legal Reference: Chapter 717, 1975 Session Laws.

Cross Reference: WCPSS Policy 1317 ? Open Meetings, WCPSS Policy 1600 ? Board Member Orientation.

Adopted: November 10, 2009

**1050**

**VACANCIES ON THE BOARD**

**1050**

All vacancies occurring in the membership of the Board by reason of death, resignation, removal of residence from the district from which elected, or for any cause whatsoever, shall be filled by the remaining members of the Board by appointing a member from the voting district creating the vacancy for the unexpired term.

---

Legal Reference: Chapter 717 of the 1975 Session Laws  
Adopted: June 24, 2004  
Reviewed: May 5, 2009