



Book	POLICY MANUAL
Section	100 SCHOOL BOARD OPERATIONS
Title	FILLING SCHOOL BOARD VACANCIES
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Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a School Board vacancy shall not take office unless and until he/she has taken and filed the oath of office. The oath shall be filed on or before any deadline that the School Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

APPOINTMENT GUIDELINES

During the 60 days immediately following the date on which a vacancy first exists, the School Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

1. The Superintendent/designee, shall give notice of the vacancy to the public. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first placed on the District website or otherwise first posted or published.
2. Any qualified elector of the District who is interested in filling the vacancy shall submit a letter of application (addressing qualifications and interest) to the office of the Superintendent by the date specified in the notice. If no applications are received by the deadline, the School Board President may direct the Superintendent to re-issue the solicitation of interest with the deadline extended by up to an additional 14 days. The School Board President shall ensure that all School Board members are informed of any such extension.
3. On or before the date of the School Board meeting at which the School Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.
4. The School Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement (consider adding up to five minutes) in support of their possible appointment to serve on the School Board. The School Board may ask questions of one or more of the potential appointees.
5. Unless a majority of the School Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the School Board will attempt to fill the vacancy using the following procedure:

1. If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant

seat in the interim.

2. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular School Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the School Board shall attempt to appoint a qualified elector to fill the vacancy by a majority vote.
3. If after 5 rounds of voting the School Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.
4. If after 5 rounds of voting the School Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.
 - a. A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Each School Board member who is present at the meeting may nominate, or support the nomination of, only one nominee.
5. b. Each nominee, if any, whose nomination is supported by at least two School Board members (inclusive of the School Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy.
becomes 4. If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at regular School Board meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

For purposes of this policy, a regular School Board meeting is any School Board meeting that is convened pursuant to lawful authority (e.g., a meeting scheduled by a specific vote of the School Board, the regular monthly meeting(s) established by a School Board decision or under a School Board policy, etc.) other than a meeting that has been scheduled and convened upon the call or request of an individual School Board member.

A School Board member called for active duty in the armed forces shall notify the School Board Clerk or School Board President of the date of their leave and a projected return date. The School Board shall determine if the vacancy requires accommodations for attendance or if such vacancy will constitute a temporary vacancy and be filled according to this policy for filling School Board vacancies.

Legal

- [Section 11.0202\(1\). \[individuals holding a local office shall file a campaign registration statement\]](#)
- [Section 17.01\(13\) \[school board member resignations; how made\]](#)
- [Section 17.03 \[cause of vacancies\]](#)
- [Section 17.035 \[military leave vacancies\]](#)
- [Section 17.17\(5\) \[clerk to provide notice of vacancies to school board\]](#)
- [Section 17.26 \[filling school board vacancies\]](#)
- [Section 19.01 \[oath of office\]](#)
- [Section 59.23\(2\)\(s\). \[reporting school board member information to county clerks\]](#)
- [Section 120.05\(1\)\(d\) \[school board member residency\]](#)
- [Section 120.06\(10\). \[clerk to provide notice of appointment; timely oath required\]](#)
- [Section 120.12\(28\). \[school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists\]](#)
- [Section 120.17\(1\). \[school board clerk duty; report information to municipality after election or appointment of board officer\]](#)