

Davis School District Policy and Procedures

Subject: 1B-020 Transfers, Resignation, and Vacancies

Index: Board of Education

Revised: October 6, 2020

1. PURPOSE AND PHILOSOPHY

Vacancies on the Board of Education of Davis School District (Board) may occur for a variety of reasons, including but not limited to, a member's resignation, illness, death, move outside the District or precinct. In addition, District or precinct boundaries may change. Therefore, it is the Board's purpose to articulate procedures for the filling of vacancies that may occur in an orderly and timely manner.

2. TRANSFERS OF A DISTRICT

If a portion of the Davis School District (District) becomes part of another school district, or if a portion of another school district becomes part of the District, any member of the Board residing within the transferred portion becomes a member of the Board of the transferee district and shall serve the remainder of the term to which the member was elected.

3. BOARD MEMBER RESIGNATION

- 3.1. If a Board member must resign, either due to change of residence, illness, or any other reason, the Board member shall submit a written resignation to the president of the Board.
- 3.2. If a Board member's permanent residence ceases to be within the boundaries of the District or precinct from which the member was elected, the Board member will resign immediately.
- 3.3. Upon receipt of a Board member's written resignation, the Board will consider the resignation at its next regularly scheduled meeting.
- 3.4. The Board will accept the resignation by formal action and declare the Board position vacant unless the resignation is withdrawn any time prior to the Board's action.

4. MIDTERM VACANCY

- 4.1. The Board shall fill a vacancy on the Board by appointment, except as otherwise provided in Subsection 4.2.
 - 4.1.1. The Davis County Commission shall fill a vacancy by appointment if the Board fails to make an appointment to fill the vacancy:
 - [a] within 30 days after a vacancy occurs on the Board; or
 - [b] within 45 days after a vacancy on the Board due to the death of a school board member.
 - 4.1.2. A Board member appointed and qualified under this subsection shall serve until a successor is elected or appointed and qualified.
- 4.2. A vacancy on the Board shall be filled by an interim appointment, followed by an election to fill a two (2) year term if:
 - 4.2.1. the vacancy on the Board occurs, or a letter of resignation is received by the Board, at least fourteen (14) days before the deadline for filing a declaration of candidacy; and
 - 4.2.2. two (2) or more years of the vacated term will remain after the first Monday of January following the next school Board election.

A member elected under this subsection shall serve for the remaining two (2) years of the vacated term and until a successor is elected and qualified.

- 4.3. Before appointing an individual to fill a vacancy, the Board shall:
 - 4.3.1. give public notice of the vacancy at least two (2) weeks before the Board meets to fill the vacancy;
 - 4.3.2. identify, in the public notice:
 - [a] the date, time, and place of the meeting where the vacancy will be filled;
 - [b] the person to whom and the date and time before which an individual interested in being appointed to fill the vacancy may submit the individual's name for consideration; and
 - [c] in an open meeting, interview each individual whose name is submitted for consideration and who meets the qualifications for office regarding the individual's qualifications.
- 4.4. Subject to section 4.3.2, the Board may appoint an individual to fill a vacancy described section 4.1 and 4.2 before the vacancy occurs if a member of the Board submits a letter of resignation.
 - 4.4.1. An individual appointed under this section may not take office until or after the day on which the vacancy occurs for which the individual is appointed.
 - 4.4.2. A member of the Board who submits a letter of resignation may not rescind the resignation after the Board makes an appointment to fill the vacancy created by the resignation.
- 4.5. A Board member creates a vacancy if the member is called to active, full-time duty in the armed forces in accordance with Title 10, U.S.C.A unless the Board member takes military leave as outlined in [Utah Code §20A-1-513. Temporary absence in elected office of a political subdivision for military service.](#)

5. INTERVIEW AND APPOINTMENTS

- 5.1. In a closed meeting, the Board may not interview a person applying to fill a midterm vacancy or temporary absence, discuss filling a midterm vacancy or temporary absence, or discuss the character, professional competence, or physical or mental health of the person whose name was submitted for consideration to fill a midterm vacancy or temporary absence.
- 5.2. All Board interviews of applicants to fill a vacancy, as well as the final appointment shall be done in open session in a regular Board meeting.

DEFINITIONS

“**Military leave**” means the temporary absence from an office by an elected official called to active, full-time duty in armed forces for a period of time that exceeds 30 days and does not exceed 400 days.

“**Temporary replacement**” means the person appointed by the political subdivision’s governing body, in accordance with Utah Code Ann. §20A-1-513, to exercise the powers and duties of the office of the elected official who takes military leave.

REFERENCES

[Utah Code Ann. §20A-1-511](#) – Midterm vacancies on local school boards.

[Utah Code Ann. §20A-1-513](#) – Temporary absence in elected office of a political subdivision for military leave.

[Utah Code Ann. §20A-14-204](#) – Effect of transfer of a district on composition of local school board.

DOCUMENT HISTORY:

Adopted: February 16, 1999

Revised: May 19, 2009: Periodic review. Technical changes no substantive changes.

Revised: May 17, 2011: Policy amended to reflect changes as a result of SB 66. Added language regarding military leave for an elected official of a political subdivision.

Revised: May 15, 2011: Updated with minor revisions made consistent with changes in State law and rule (HB491). Requires the Board to interview potential appointees in public meeting and prohibits the discussion of filling a midterm vacancy or temporary absence in a closed meeting.

Revised: September 2, 2014 – As part of a five year review made changes in legal requirements for military leave.

Revised: April 18, 2017 - Updated to comply with change in State Law HB119. Allows board to make an appointment to fill a vacancy on the board after a member submits a letter of resignation

Updated by committee: May 28, 2019 – Non-substantive changes to comply with SB33 (2019) residency requirements and SB 165 (2019) definition of quorum.

Revised: October 6, 2020 on Consent - Updated to comply with change in state law. SB126 extends length of time board has to fill midterm vacancy if vacancy is due to the death of a board member. HB400 allows a board member to continue to serve while on military duty if he/she has the ability to carry out the duties of the office while on active full-time duty.