



RESIGNATION AND VACANCY

When a vacancy occurs on the board, it is in the best interest of the district to encourage as many able citizens as possible to consider becoming a school director.

To that end the following procedures will be used to identify and appoint citizens to fill board vacancies:

- A. Announcement of the vacancy and the procedure for filling it will be made in the general news media as well as general district publications;
- B. All citizens will be invited to self-nominate or nominate a candidate for the position provided that the nominees will be registered voters who reside in the director district in which the vacancy occurs;
- C. The board secretary will notify all nominees by sending them a summary of director responsibilities and requesting from them a resume, two references, a current voter registration card, as well as a statement about their interest in being a board member. Upon their request, the board secretary will provide nominees with orientation information;
- D. Each nominee has five (5) calendar days to submit their completed application.
- E. The board will screen the nominees;
 1. If there are more than five, the board will select and interview the five whose prior experience and expressed interest suggest that they will be most able to contribute breadth of view to the board's deliberations and effectively represent a large segment of the community.
 2. Possible topics to discuss during the interview may include but are not limited to:
 - a. Review the WSSDA *Board Standards* with the group of board nominees;
 - b. Give a brief biographical sketch of self: training, interests, experience on policy boards, community and/or school activities, etc;

- c. Describe the major strengths of the district;
 - d. Describe the major shortcomings of the district;
 - e. Describe how your experience, training and interest can contribute to the improvement of the district;
 - f. Answer any board-initiated questions;
 - g. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc; and/or
 - h. Allow the nominee an opportunity to ask any questions.
- F. The board will appoint the nominee who in the judgment of at least three members of the board is most likely to contribute to the growth and development of the district's educational programs and operations; and
- G. Newly appointed school board members will be subject to finger printing checked using a complete Washington State Criminal identification card and required to have a records check through the Washington State Patrol criminal identification system under RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.050 and through the federal bureau of investigation before assuming duties. The District will reimburse a Director for the associated background and fingerprint check expenses.
- H. The board secretary will prepare for the signatures of all board members a letter thanking all nominees for the position and commending them for their interest in the district.

References: RCW 43.43.830 through 43.43.834, 10.97.030, and 10.97.05