1. At a public Board meeting, discuss and determine if the vacancy will be filled by appointment, by special election, or left vacant. If the vacancy will be filled by appointment and there are no other governing laws, continue to next step.

2. Compile the required qualifications for appointees (see 2121).

3. At a public Board meeting, discuss and determine a method for selecting an appointee, for example:
   a. Select the person with the next-highest number of votes from the previous election who did not win a seat (or who fulfilled another previously unexpired term).
   b. Seek volunteers from prior Board members, citizen advisory committees, parent organizations, district residents known to the Board.
   c. Seek applicants from among qualified district residents.

4. If options ‘a’ or ‘b’ above result in a willing and qualified volunteer, skip to step 13.

5. If option ‘c’ above is chosen (or if other options are unsuccessful), determine who in the district will receive vacancy applications (Board President, District Clerk, Superintendent, etc.).

6. Develop a vacancy announcement and application.
   a. The vacancy announcement shall include, but not be limited to, the following: the reason for the vacancy; the former Board member’s name; the start and end dates of the unexpired term; how the vacancy will be filled; minimum legal qualifications; the district’s mission statement; a description of usual Board activities and duties; the time commitment generally expected; required training; a list of relevant/applicable Board policies regarding Board powers, duties, and responsibilities; where and when applications will be available; the deadline for completed applications; and where to send them.
   b. The vacancy application shall ask for the following information: name, date of birth, address of residence, current occupation; a statement of citizenship and qualification to be a district voter; why the applicant wants to be a Board member; and a list of the applicant’s relevant/helpful experience.

7. Publicize the vacancy announcement (via local newspapers, the district website, social media, district newsletters, board meetings, etc.).

8. The designated contact person shall accept applications from interested parties. The Board will review applications as a group, which will be done in an Executive Session as “matters leading to the appointment of a particular person to the Board of Education”.

9. The designated contact person sets up interviews with qualified applicants.
10. The Board develops interview questions. This shall be in an Executive Session as “matters leading to the appointment of a particular person to the Board of Education.”

Interview questions may include: Why do you want to be a Board member? What skills would you bring to the Board? Please give examples of your interpersonal skills and ability to work in groups. What is the role of the school board vs. the role of individual members? What previous experience has prepared you for being on the Board? Please describe any previous experience with community or non-profit groups. In what direction would you like to see the district go? In what areas do you think the Board needs to grow? How much time can you commit to Board duties?

11. The full Board conducts interviews with selected applicants. This will be done in an Executive Session as matters leading to the appointment of a particular person to the Board of Education.

12. The Board discusses the best applicant for the vacancy. The deliberations will be done in Executive Session as “matters leading to the appointment of a particular person to the Board of Education.”

13. The Board President calls a vote on whether to appoint a particular individual, in an open session.

If the person is appointed, the district clerk or designee administers the oath of office, and begins orienting the new Board member pursuant to the Board’s policy on new Board member orientation (see Policy 2510). The district shall notify the community, local media, the BOCES District Superintendent, the State Education Department, and NYSSBA.

If the candidate is not approved by a majority of the Board, the Board President may call for further deliberations, call for another vote, call for a vote on another individual, or repeat the process.

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