Procedure - Board Member 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 nominate candidates 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 biographical sketch 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. The board will screen the nominees;

1. If there are more than five, it will select for interviews 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 as well as effectively represent a large segment of the community.

2. Possible topics to discuss during the interview are:

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. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc; and/or

g. Allow the nominee an opportunity to ask any questions.

E. 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

F. 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.

Adoption Date:
Classification:
Revised Dates: **; 12.11**

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