

METHOD OF FILLING A BOARD VACANCY

Notice

Upon declaration by the Oberon School Board that a board vacancy exists, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board will establish an application period, which shall be not less than 1 weeks nor more than 3 weeks and shall have clearly stated beginning and closing dates. **[The Board shall select a {designee} {committee} to review applications and make recommendations to the Board at the next regular or special meeting called for that purpose.]**

Interested individuals will be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

Should the Board fail to receive any qualified applications for the board vacancy by the application deadline, the **[Board President] [Superintendent]** shall identify a candidate or candidates for board appointment, and the Board shall convene at an open meeting to select the finalist using the procedure below.

Selection Process

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager will report all candidates by name. **[The Board shall narrow the pool of applicants to [#] through a roll call vote, if necessary.]** The Board shall vote on the final pool of candidates through a signed ballot process. The Business Manager shall read ballots aloud during the board meeting. The candidate receiving the **[simple majority] [2/3rds majority]** of votes shall fill the board vacancy.

In the event of a tie, the Board will recast their votes through signed ballots, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted **[#]** times, the Board will table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after **[# (must be less than 60)]** days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

Commencement of Duties

The newly appointed/elected board member shall be seated at the next meeting of the Board following his/her appointment/election. The appointed/elected board member shall execute the Oath of Office in accordance with the deadline in law. A board member thus appointed/elected shall serve until the next regular election of the Board and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- BBC-E, School Board Application Form
- BEB, New Member Orientation