

## **133 FILLING BOARD VACANCIES**

If a vacancy occurs on the Board due to the death, resignation, removal from office of the incumbent or other just cause as outlined by state law, the vacancy shall be filled by an appointment as specified by state statutes.

The Board may elect to recruit a candidate to fill the vacant position or post a notice of vacancy seeking a list of candidates who may be interested in filling the vacancy. If the Board elects to post for the vacant position, public notice of a Board vacancy shall be given by the District Administrator or his/her designee. A deadline for filing a letter of application for the vacancy shall be specified in the vacancy notice. Any qualified elector of the District may submit an application expressing their interest in filling a vacancy.

Candidates for a vacancy shall be considered at an open meeting, unless there are exceptional reasons to consider the candidates in closed session. The Board may consider candidate(s) in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidate(s) and/or the District.

Each candidate will be asked to respond to a series of questions. The Board will establish an order as to which candidate will start with the first question. Thereafter, the candidates will rotate through the questions until all questions have been answered. The Board may set a time limit as to how long the candidates have to answer each question.

After the interview process, the President will announce that Board members may, if they desire, discuss the candidates.

The Board shall then vote by written ballot, with each member signing their ballot. A majority vote shall be required for all appointments to the Board.

If no single candidate receives a majority of the votes on the first ballot, a second ballot shall be held. The candidate with the least votes in the first ballot shall be eliminated. If two or more candidates are tied with the least number of votes, a coin flip shall decide which candidate is eliminated. This process shall be continued until a candidate receives a majority of the votes.

All ballots shall be available for review, if requested.

The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated on the Board.

Legal Ref: Sections 17.03; 17.26; 120.42 (3)

Adopted: June 28, 2012

Revised: July 20, 2016