

InterMountain Education Service District

Code: **BBE**
Adopted: 1/19/11

Vacancies on the Board

Vacancies occurring under ORS 334.095 shall be filled by appointment by the remaining Board members.

The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment

If the vacancy occurs in a zoned position, the appointee shall reside in that zone.

Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next "election," at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

Persons appointed to fill an unexpired term must run for and be elected at the time of the next bi-annual election to continue in office for the balance of the unexpired term. Upon appointment by the Board, the newly appointed Board Member(s) will be sworn and seated immediately.

If a vacancy occurs through the recall process (ORS 334.090), it shall be filled according to the process previously outlined.

If vacancies occur in the majority of the Board positions, the State Board of Education shall fill the vacancies in accordance with ORS 334.090(9).

Upon declaration of a vacancy the following steps shall be followed:

1. A schedule will be established for filling the vacancy;
2. Publish notice of vacancy and call for application in the Board-designated newspaper and other media as appropriate. This notice should include the application process, length of remaining term of office and application deadline.
3. All interested applicants should submit a written application prior to the stated deadline. The application should include the following information:
 - a. Applicant's name, address and telephone number;
 - b. Information regarding any previous involvement in education-related activities;

- c. Statement as to why the individual wishes to serve on the Board.
4. The Board or a sub-committee of the Board will review the completed applications as soon as possible after the deadline and select those candidates that should be interviewed.
5. The Board will interview the recommended candidates in an open session either at a regular or special Board Meeting.
6. The Board will have the authority to set aside these procedures to accommodate any unusual or irregular circumstances; i.e. limited term of office, unusual timelines, etc.
7. Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.
8. If the positions of a majority of Board members are vacant at the same time, the State Board of Education shall appoint persons to fill the vacancies from qualified district voters.

END OF POLICY

Legal Reference(s):

[ORS 249.865 - 249.877](#)

[ORS 255.245](#)

[ORS 255.335](#)

[ORS 334.090](#)

[ORS 334.095](#)