

# Nyssa School District 26

Code: **BBE-AR**

Revised/Reviewed: 6/11/01; 10/13/08; 12/14/15;  
11/14/16

Orig. Code(s): BBE-AR

## Vacancies on the Board

When a vacancy occurs on the Board, the following procedure will be used:

1. The Board will declare the position open;
2. Notice of vacancy will be given, including the following information:
  - a. Deadline for receiving applications;
  - b. Person whom applicants should contact; i.e., superintendent;
  - c. Qualifications for holding office;
  - d. Term of appointment - (until next regular district election);
  - e. Tentative appointment date.
3. Individuals who have placed their names for consideration shall be sent a letter from the superintendent providing general information about the appointment. A Candidate Information Sheet will also be sent which will be included in the Board packet when the selection is made.
4. Applications will be reviewed and appointment will be made at a regular or special Board meeting.

### Board Member Letter

Dear \_\_\_\_\_,

Thank you for your interest in serving on the Nyssa School Board. To make our selection as carefully and objectively as possible, we appreciate your completing the enclosed Candidate Information Sheet.

Regular monthly Board meetings are held at 7:00 p.m. on the second Monday of each month; 6 p.m. during the summer months (June-September). Other special meetings are held as necessary.

If you have any questions about what service on the Board might be required of you in regard to time and responsibility, please contact me or any Board member.

We will need the Candidate Information Sheet returned by \_\_\_\_\_.  
The Board will review all applications prior to final selection on \_\_\_\_\_.

Your interest is appreciated.

**Candidate Information Sheet for Board Appointment**

Please fill out and return by \_\_\_\_\_ to the district administration office.

Name: Last First Initial Date

Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Number of Years in District: \_\_\_\_\_

School Attended: \_\_\_\_\_

Do you have children attending district schools? \_\_\_\_\_

Which schools? \_\_\_\_\_

Are you a registered voter? \_\_\_\_\_

Have you worked on any school committees? \_\_\_\_\_

If yes, which committees? \_\_\_\_\_

Other community or business activities: \_\_\_\_\_

What qualifications do you have that will help you to be a member of the Board? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_