

Pendleton School District 16R

Code: **BBE-AR**
Adopted: 12/14/98
Readopted: 3/08/10
Orig. Code(s): AR-BAE

Vacancies on the Board

Perhaps one of the most critical activities assigned to a school board is the replacement of board member(s) who have not been able to complete their elected term. The factor, which makes this action particularly critical, is that of providing all citizens of the community a fair and unbiased opportunity to apply for and be considered for the board position. In order to ensure that the process is fair and impartial, a procedure, which meets the requirements of openness, is critical. The process as developed herein attempts to address this need.

The following rule is authorized by Board policy BBE – Vacancies on the Board and supported by ORS 332.030.

Upon ratification of the Board that a vacancy exists, the following steps should be followed:

1. Publish notice of position vacancy and call for applications in newspaper and other media as appropriate. This notice should include, at minimum, a brief overview of the application and screening process, length of remaining term of office, and application deadline. The Board will advertise for a 20-day period throughout the district for all such vacant Board positions;
2. All interested applicants should submit a written application prior to the stated deadline. The application should include, at the minimum, the following information: the applicant's name, address, telephone number, a statement relating to why the applicant wishes to be on the Board, lists of prior involvement in district activities, and some statement describing the applicant's philosophy of boardmanship;
3. Immediately following the application deadline, all Board members will be given copies of all completed applications. Each Board member should review the applications and do whatever other research they desire. It is suggested that no vacancy remain open longer than a two month period. The Board will select either Option 1 or Option 2 as listed below for the screening and selection process.

Screening and Selection - Option 1:

Within five working days of receipt of the applications, all Board members will submit to the chair the names of those candidates whom they would like to interview for the vacant position.

Any candidate receiving at least three interview requests will be interviewed by the entire Board. This interview will be conducted in open session and keyed to questions and/or responses in the written application.

Screening and Selection - Option 2:

Within five working days of receipt of the applications, a subcommittee consisting of three Board members will review and screen the applicants. The subcommittee will interview all finalists for Board vacancies.

The subcommittee will recommend candidates to fill the existing vacancy for Board action at the next Board meeting.