

### **Procedure to Appoint a Board Director**

1. The Board shall declare the office of a director vacant upon any of the occurrences listed in Board policy BBE - Vacancies on the Board.
2. When a vacancy is declared, the Board shall establish:
  - a. A deadline for candidates to submit an application form to the district office.
  - b. A Board regular meeting or work session date to interview qualified candidates.
3. Qualified candidates will be notified of the scheduled interview date, time and place.
4. The Board will interview the available candidates and, afterward, may conduct a general discussion.
5. The Board shall vote to appoint a person to fill the vacancy from any of the qualified applicants. This shall occur at either: the regular Board meeting when the interviews are held; or if interviews were conducted during a work session, at the next regular Board meeting.
6. The newly appointed member will be sworn and seated immediately.