

## VACANCIES

When a vacancy occurs on the board, it is in the best interest of the district to encourage as many able citizens as possible to consider becoming a school director. To that end the following procedures shall be used to identify and appoint citizens to fill board vacancies:

- A. Announcement of the vacancy, qualifications of the position, and the procedure for applying shall be made in the general news media, district publications to patrons and posted on the district website.
- B. The board secretary shall notify all nominees by sending them a summary of director responsibilities and soliciting from them Form 1115F, School Board Vacancy Application. Upon request, the board secretary shall provide nominees with orientation information.
- C. The board shall:
  - a. Screen the nominees if there are more than five. The board shall select for interviews the five whose prior experience, expressed interest, and the information on Form 1115F suggests they will be most able to contribute breadth of view to the board's deliberations, as well as effectively represent a large segment of the community.
  - b. Review the WSSDA Code of Governance with the group of board nominees.
  - c. Hold a public interview that may include the following topics:
    - i. Nominee's background and experiences.
    - ii. Nominee's description of the district's major strengths.
    - iii. Nominee's description of the district's major shortcomings.
    - iv. Nominee's description of their training and interests.
    - v. Nominee's description of how they can contribute to the improvement of the district.
    - vi. Nominee's commitments which might prevent them from committing the time necessary to be an active, participating member of the board.
    - vii. Nominee's questions for the board.
  - d. Appoint the nominee who in the judgment of at least three members of the board is most likely to contribute to the growth and development of the district's educational programs and operations.

The board secretary shall prepare for the signatures of all board members a letter thanking all nominees for their interest in the position.



