

# Edmore School District Policies

---

**Recommended**

**Descriptor Code: BBC**

## **METHOD OF FILLING A BOARD VACANCY**

### **Notice**

Upon declaration by the **Edmore** School Board that a board vacancy exists, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board will establish an application period, which shall be not less than **2** weeks nor more than **6** weeks and shall have clearly stated beginning and closing dates.

Interested individuals will be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

### **Selection Process**

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager will report all applicants by name. The Board shall vote on the final pool of candidates through a signed ballot process. The Business Manager shall read ballots aloud during the board meeting. The candidate receiving the **simple majority** of votes shall fill the board vacancy.

In the event of a tie, the Board will recast their votes through signed ballots, voting only on the candidates who were tied. Should a stalemate exist after the Board has voted **3** times, the Board will table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after **60** days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

### **Commencement of Duties**

The newly appointed/elected board member shall be seated at the next meeting of the Board following his/her appointment/election. The appointed/elected board member shall execute the Oath of Office in accordance with the deadline in law. A board member thus appointed/elected shall serve until the next regular election of the Board and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

---

### Complementary Documents

- BEB, New Member Orientation

**End of Edmore Policy BBC .....Adopted: 3/7/2013**