**EDUCATIONAL SERVICE DISTRICT BOARD PROCEDURE**

ESD 105 BOARD VACANCY (Related Policy 1200)

Person(s) Responsible Board Secretary and ESD 105 Board

Overview: When a vacancy occurs on the Board, it is in the best interest of the ESD 105 to encourage as many able citizens as possible to consider becoming a Board member.

1. The following procedures shall be used to identify and appoint citizens to all Board vacancies:
2. Announcement of the vacancy and the procedure for filling it shall be made in the general news media and to member school district school boards.
3. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be residents of the director district in which the vacancy occurs.
4. The Board secretary shall notify all nominees by sending them a summary of Board member responsibilities and shall solicit from them a biographical sketch as well as a statement about their interest in being a Board member. Upon their request, the Board secretary shall provide candidates with orientation information.
5. The Board shall screen the candidates.
	1. If there are more than three (3), it shall select for interviews the three (3) whose prior experiences and expressed interests suggest that they will be the most able to contribute breadth of view to the Board's deliberations as well as to effectively represent a large segment of the community.
	2. The Board may recess into executive session to discuss the interviews of the prospective Board members, as per policy 1410.
	3. The Board shall appoint the candidate who in the judgment of at least five (5) members of the Board is most likely to contribute to the growth and development of ESD 105’s educational programs and operations. If the Board member who is resigning is still a Board member during the interview and appointment process, said Board member shall not be a voting member to appoint the candidate.
6. The Board secretary shall prepare for the signatures of all Board members a letter thanking all candidates and commending them for their interest in the ESD 105.

Procedure Approved by Cabinet: 3/13/09