

INTERNAL BOARD POLICIES

Board Position Vacancies

Board member vacancies shall be filled within thirty (30) days from the effective date of such vacancy provided however, in the event that a majority of the offices of school board member become vacant, the intermediate school board for the school district shall fill each vacancy by appointment. The vacancy shall be filled with an individual who is a citizen of the United States and is a qualified and registered elector of the school district. A qualified person shall be appointed by a majority vote of the remaining members of the board at a regular or special meeting of the board.

Persons appointed to fill a vacancy shall file an acceptance of the office, including an affidavit of identity, with the secretary of the board and shall take the oath of office prescribed by law. The secretary will then forward a copy of the acceptance to the school district election coordinator. The appointee will hold office until a successor is elected and qualified. If a vacancy occurs more than 90 days before the regular school election, an election shall be held at that regular school election to fill that office for the remainder of the office's unexpired term, if any. Within three (3) days after an appointment to fill a vacancy on the school board, the secretary of the school board shall provide written notice to the school district election coordinator. Such notice shall include the name, address, and office of the person who vacated as well as the person filling the vacancy.

The office of a board member shall become vacant immediately upon the occurrence of any one of the following events:

- The death of the incumbent or the incumbent's being found mentally incompetent by the court having jurisdiction.
- The incumbent's resignation unless a future date is specified.
- The incumbent's removal of office (recall).
- The incumbent's conviction of a felony.
- The incumbent's election or appointment being declared void by a competent tribunal.
- The incumbent's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law.
- The incumbent's ceasing to possess the legal qualifications for holding office.
- The school board member moving his or her residence from the school district.

Resignations are effective regardless of the acceptance or approval by the board. The resignation of a resigning board member may be written or verbal and shall be effective on the date of such resignation unless a future effective date is specified by the board member. In the event that a resigning board member specifies a future effective date for his or her resignation, the vacancy shall be deemed to have occurred on the effective date of the resignation

Process:

When a vacancy on the board occurs, the remaining board members shall use the following procedures to fill such vacancy:

1. The board president will publically announce that the vacancy has occurred and that those persons interested in being considered for appointment should make their interest known in writing to the secretary of the board, by the deadline established by the board. Such announcement shall specifically identify the deadline for submitting applications to the secretary of the board.
2. The board shall establish the criteria to be used in making the appointment. Criteria may include, but is not limited to: a statement of interest including why the candidate is running; length of residency; children in the district; service in schools and community; resume or background experience; evidence of ability to work collaboratively; commitment to education; a statement describing the roles and responsibilities of the board.
3. The board may assign a committee to review candidate applications and conduct interviews. In the event a committee is appointed by the board, shall review applications to determine which candidate(s) should be further considered for appointment, to be held in an open meeting in accordance with the Open Meetings Act.
4. The committee shall make a recommendation in writing to the board by the deadline established by the board.
5. The board may establish additional procedures as it deems appropriate.
6. The board, by roll call vote of a majority will determine which candidate shall be appointed to fill the vacancy.

Legal Reference:

MCL 168.301-168.316 (Act 116 of 1954, Michigan Election Law)

MCL 15.261-15.275 (Act 267 of 1976, Open meetings Act)

See Also: Board Policy

9111: Board Member's Qualifications and Filing of Candidacy

Policy

Adopted: 04-11-11

Amended: 04-09-12

Reviewed: