

## Harlem School District

### THE BOARD OF TRUSTEES

1113P

#### 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 trustee. To that end, the following procedures shall be used to identify and appoint citizens to fill Board vacancies:

1. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as District publications to patrons.
2. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be residents of the District. A letter of application will be required of interested candidates.
3. The Board shall individually interview the finalists in a regular or special meeting and appoint the candidate who, in the judgment of the Board, is most likely to contribute to the growth and development of the District's education programs and operations. All trustees shall vote on the candidate of their choice.
4. If no one (1) candidate receives a majority of the votes, the Board may:
  - a. Discuss all candidates and vote again;
  - b. Discuss all candidates and vote only on those candidates with the most votes; or
  - c. Continue voting until one (1) candidate receives a majority vote.
5. The Board Clerk shall prepare for the signatures of all trustees a letter thanking all candidates for the position and commending them for their interest in the District.

#### Procedure History:

Adopted on: March 15, 2000