

## UNEXPIRED TERM FULFILLMENT/VACANCIES

Except as provided by the Missouri Constitution and state statutes, and subject to the right of resignation, all members of the Board shall hold office for the term thereof, and until their successors are duly elected or appointed and qualified.

If a vacancy occurs on the Board of Education, the remaining members shall appoint a person to serve until the next school board election, when a director shall be elected for the unexpired term. If there are more than two (2) vacancies at any one time, the county commission, upon receiving written notice of the vacancies from the Board secretary, shall fill the vacancies by appointment. The person(s) appointed shall hold office until the next school board election, when a director(s) shall be elected for the unexpired term(s).

When it becomes necessary for the Board of Education to appoint one (1) or more members to the Board of Education, the following procedures will be used:

- < *Notification Process* -- The fact that a vacancy exists or will exist will be announced at the next Board meeting. Local newspapers will also be notified. In a case of resignation, a vacancy shall be declared to exist when the Board of Education votes to accept a member's letter of resignation. In a case of removal from office, a vacancy shall be declared to exist when the secretary of the Board certifies to the Board that a vacancy exists. Residents wishing to be appointed to the vacancy shall make their desire known by sending a letter to the secretary of the Board stating their qualifications and their reason for wishing to be on the Board. A period of two weeks from the date of the announcement will be allowed for receipt of these letters.
- < *Review/Interview Process* -- The letters received will be reviewed by the Board of Education at the next regularly scheduled Board meeting, or at a special meeting called for that purpose. The Board may select final candidates from the applicants, and these individuals will be interviewed in open session at a regular or special meeting of the Board.
- < *Selection Process* -- The appointment(s) will be made in open session at the next Board meeting held subsequent to the interview process. Appointments shall be made through a formal motion and seconded, and an affirmative vote by a majority of the Board. This vote must be held in open session.
- < *Exclusion of Resigning Board Member* -- An individual who is resigning from the Board shall not participate in choosing his/her successor.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: June 20, 2001

Revised:

Cross Refs: AA, School District Legal Status

Legal Refs: § 162.261, RSMo.

Halfway R-III School District, Halfway, Missouri