

SCHOOL BOARD VACANCIES

If a vacancy occurs on the Board of Education, the remaining members shall appoint a person to serve the remainder of the term. In a case of resignation, a vacancy shall be declared to exist when the resignation letter is officially presented to the Board at a Board meeting. In a case of removal from office for excessive absences, a vacancy shall be declared to exist when the secretary of the Board certifies to the Board that a Board member has missed three consecutive Board meetings, and the Board has not excused the absences.

In the event of a vacancy, the following process will be used:

1. *Notification Process* The vacancy will be announced at a Board meeting, and the district will notify local newspapers and advertise the vacancy on the district's website. The superintendent or designee is directed to advertise the vacancy in other effective ways, such as sending e-mails or other electronic communication to the community or posting notice in district buildings or publications. Residents who wish to be appointed to the vacancy must apply as directed in the notification(s). The district will allow residents a minimum of two weeks from the date the district publicizes the vacancy on its website to apply for the vacant position.
2. *Review/Interview Process* The Board will review all applications at a regularly scheduled Board meeting or at a special meeting called for that purpose. The Board may select final candidates to interview in open session, or the Board may decide not to interview candidates and make a final selection from the applications. The Board will discuss applications and interview candidates in open session.

3. *Selection Process* The Board will make appointments in an open session Board meeting through a formal motion that is seconded and confirmed with an affirmative vote by a majority of the Board. A Board member who is resigning from or otherwise leaving the Board shall not participate in choosing a successor.

4. *Swearing In* B Once appointed, a person becomes a Board member immediately after by taking and signing the oath of office in front of a circuit judge.

5. *Notification of Legal Responsibilities* B All appointed Board members will receive a notice of their obligation to file a personal financial disclosure statement and will be notified of the requirement to complete state-mandated training.

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.

Bylaw adopted: July 10, 1990

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November 12, 2024

Cross Refs: AA, School District Legal Status

Legal Refs: Mo. Const. art. VII, § 11
162.611, RSMo.
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