

## **Board Member Vacancy**

**GP-2-E3**

Board action may be required to fill a vacancy due to resignation or other extraordinary circumstances.

1. Resignation. If a board member ceases to maintain permanent residence in the district, the director shall resign immediately. Upon receipt of a director's written resignation for this or any other reason, the board shall consider the resignation at its next regularly scheduled meeting. The board shall then accept the resignation by formal action and declare the board position vacant unless the resignation is withdrawn at any time prior to the board's action.
2. The following procedures shall be used to identify and appoint citizens to fill board vacancies:
  - a. Announcement of the vacancy and the procedure for filling it shall be made in the general news media as well as general district publications to patrons for at least 30 days.
  - b. All citizens shall be invited to nominate candidates for the position provided that the nominees shall be residents of the district.
  - c. The superintendent shall notify all nominees by sending them a summary of director responsibilities and orientation information and soliciting from them a biographical sketch as well as a statement about their interest in being a board member.
  - d. The board shall screen the candidates, selecting for interview those whose prior experience and expressed interest suggest that they will be most able to contribute to the board's deliberations as well as effectively represent the community.
  - e. Possible topics to discuss during the interview are:
    - (1) Policy Governance with the group of board candidates.
    - (2) A brief biographical sketch of the candidate: background, education, interests, experience on policy boards, community and/or school activities, etc.
    - (3) The major strengths and shortcomings of the district.
    - (4) How the candidate's experience, training and interest can contribute to the district.
    - (5) Any time commitments which might prevent candidates from attending regularly scheduled meetings, participating in workshops, reviewing study materials, etc.
    - (6) Any questions the candidate has for the board.
  - f. The board shall appoint the candidate who, in the judgment of at least three of its members, is most likely to contribute to the district.
  - g. The superintendent shall prepare for the signatures of all board members a letter thanking all candidates for the position and commending them for their interest in the district.
3. Appointment. The appointment shall be approved by roll call vote by not less than three members of the board. If there are fewer than three members, the educational service district board members shall fill the vacancy in accordance with law. Appointees shall meet the requirements provided by law and shall serve until the next regularly scheduled board election, at which time a director shall be elected for the unexpired term.

### **Legal References:**

- a. RCW 28A.310.030 ESD Board-Members-Number from board-member districts-Board member district boundaries, determination of, changes in
- b. RCW 28A.315.490 Directors-Elected when-Qualifications
- c. RCW 28A.315.530 Directors-Filling vacancies
- d. RCW 28A.330.020 Certain board elections, manner and vote required
- e. RCW 29.01.140 Residence
- f. RCW 42.12.010 Causes of vacancy
- g. AGO 7508.00 – 1975 No. 8 Vacancy upon voluntary change of residence out of director district

**Adopted:** August 9, 2006  
**Monitoring Method:** Board self-assessment  
**Monitoring Frequency:** Annually in July