

LAKEWOOD SCHOOL DISTRICT #306
ADMINISTRATIVE PROCEDURES
BOARD POLICY #1114

Board Member Resignation and Vacancy

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 school director. To that end the following procedures will be used to identify and appoint citizens to fill board vacancies:

- A. Announcement of the vacancy and the procedure for filling it will be made in the general news media as well as general district publications.
- B. The board secretary will send interested candidates a summary of director responsibilities and request from them a biographical sketch as well as a statement about their interest in being a board member.
- C. Interviews will be conducted during a regular Board meeting of all the candidates. Possible topics to discuss during the interview are:
 - a. Review the WSSDA Board Standards.
 - b. Give a brief biographical sketch of self: training, interests, experience on policy boards, community and/or school activities, etc.
 - c. Describe the major strengths of the district.
 - d. Describe the major shortcomings of the district.
 - e. Describe how your experience, training and interest can contribute to the improvement of the district.
 - f. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc.
 - g. Allow the candidate an opportunity to ask any questions.
- E. The board will appoint the candidate who in the judgment of at least three members of the board is most likely to contribute to the growth and development of the district's educational programs and operations.
- F. The board secretary will 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.

Date: