

**METHOD OF FILLING A BOARD VACANCY**

**Notice**

Upon declaration by the Dickinson School Board that a board vacancy exists, the Superintendent shall publish notice of the vacancy and information on the application process as directed by the Board. The Board will establish an application period, which shall be not less than two weeks nor more than four weeks and shall have clearly stated beginning and closing dates.

Interested individuals will be required to complete an Application for Board Position. This application is subject to North Dakota open records laws and will be supplied to each board member.

Should the Board fail to receive any qualified applications for the board vacancy by the application deadline, the Board President shall identify a candidate or candidates for board appointment, and the Board shall convene at an open meeting to select the finalist using the procedure below.

**Selection Process**

At the next regular meeting of the Board or at a special meeting called for that purpose, the Business Manager will report all candidates by name. If more than three individuals have applied, the Board members shall narrow the field of applicants through the procedure contained in board regulations.

The Board members shall vote on the final pool of candidates through a signed ballot process.

Should a stalemate on appointing the final candidate exist after the Board has voted three times, the Board will table the appointment process until the next regular or special meeting called for that purpose. Should a stalemate exist after 45 days, the Board shall initiate the proceedings for holding a special election to fill the board vacancy.

**Commencement of Duties**

The newly appointed/elected board member shall be seated at the next meeting of the Board following his/her appointment/election. The appointed/elected board member shall execute the Oath of Office in accordance with the deadline in law. A board member thus appointed/elected shall serve until the next regular election of the Board and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

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**Complementary Documents**

- BBC-BR, Procedure for Selecting Appointee