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RESOURCES

What do we have to do to fill a vacant position?

August 31, 2012

There are no statutory guidelines defining the process for selecting candidates to fill a vacant board position. Check your policies BBC and BBE to see if your district has a policy that specifies a process. If not, your board is free to develop its own process. Typically, it goes like this:

- The board votes to accept the resignation and declare the seat vacant.
- Citizens from the district are asked to submit their names or a letter of interest to the chief executive officer by a specified date.
- The board screens the applicants and selects several of them to interview.
- The board's interviews of candidates, discussion, selection and vote on a replacement must be held in a public meeting and meeting minutes must record each board member's name and vote.
- The person selected serves until the June 30 following the next regular district election. At that election, someone is elected to serve either the unexpired portion of the four-year term or a new four-year term. See *ORS 332.030*.

For more information on this question, e-mail [Betsy](#).

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Helpful Resources:

Citizens guide to public records and meetings

Attorney General's public records and meetings manual

Oregon statutes

Records retention requirements

July meeting agenda checklist

Board operating agreements

Oregon Secretary of State Elections Division recall manual

Budget Committee and Budget Process Resources:

Department of Revenue local budget law overview

Department of Revenue local budget law publications

Department of Revenue frequently asked questions

OSBA frequently asked questions

Public Campaign Restrictions:

Quick reference

Complete reference