

MS 123B.09, Subd. 5 provides that the school board shall fill a vacancy by appointment. If the vacancy occurs on or after the first day to file affidavits of candidacy for the school district general election, or when less than two years remain in the unexpired term, there shall be no special election to fill the vacancy and the appointed person shall serve the remainder of the unexpired term until a successor is elected and qualifies at the school district election.

A typical process would be as follows:

- A. The school board would advertise for candidates in the local paper and on the website.
- B. Candidates would complete a simple application including a few questions:
 - i. What background and skills have prepared you to serve on the school board?
 - ii. What do you see as the board's roles and responsibilities?
 - iii. How would you describe an effective school board member?
 - iv. What would be your top objectives if appointed to the school board?
- C. Applications would be due to the district office on November 14th.
- D. If there are 3 or fewer applications, all would be interviewed at the December 1st school board meeting. If there are more than 3 applications, a committee of the school board Chair, Vice Chair, and Clerk or Treasurer would meet the week of November 17 and select 3 candidates to be interviewed by the school board on December 1st.
- E. The school board would interview candidates and vote to appoint a member on December 1st.
- F. The term for the appointed school board member would begin January 1, 2015 and expire on December 31, 2017.

The school board should agree on the process, by vote or consensus, to fill the vacant position on the school board.