

## Bylaws of the Board

### Filling Vacancies

Vacancies occurring on the Board of Education will be filled by action of the Board within 30 days from the date specified in the written resignation submitted to the Town Clerk or, if no date is so specified, within 30 days of the date of its submission to the Town Clerk. The following procedures must be met before election to fill a vacancy takes place:

1. A copy of the letter of resignation will be sent to the Town Clerk by the Superintendent of Schools and the Board of Education Chair.
2. A news article announcing the vacancy, procedures for filling it, and the date it is to be acted upon, must be released to local and daily newspapers of wide circulation in New Fairfield. **Concurrently, the vacancy will also be posted on the main page of the district website.**
3. The appropriate political party shall be expected to institute procedures for filling the vacancy according to Connecticut General Statutes. **An unaffiliated candidate is not required to fulfill this procedure.**
4. Candidates for the vacancy must submit letters of interest to the Board and to the appropriate Town Political Committee prior to the scheduled election meeting and must be present at the meeting to express that interest.
5. The agenda for the regular meeting, or call of a special meeting, must announce that the election is to take place during the meeting.
6. In the event of more than one candidate for the vacancy, discussion regarding the candidates may be held in executive session, but voting by paper ballot must take place in open session. If the Board cannot reach a decision within 30 days, the decision will be governed by State Statute.
7. The Board Chairperson must sign a letter to the Town Clerk announcing the name of the new Board member.

Legal Reference: Connecticut General Statutes  
 7-103 Resignation of municipal officers.  
 7-107 Vacancy appointments by selectmen.  
 9-204 Minority representation on boards of education.  
 10-219 Procedure for filling vacancy on board of education.  
 10-156e Employees of boards of education permitted to serve as elected officials; exception.

Bylaw adopted by the Board: June 23, 1999  
 Bylaw revised: May 3, 2007

NEW FAIRFIELD PUBLIC SCHOOLS  
 New Fairfield, Connecticut