

Regulation

APPOINTMENT TO FILL BOARD SEAT

When the board of education must choose a member as provided for in Policy 9113, the following procedure will be used:

- A. When a board seat has been vacated, an individual will be selected within 65 days to fill that seat as per NJSA 18A:12-15
- B. Advertising for applicants to fill the vacancy will be in the newspapers approved by the board for legal advertisements within ten days of the board acknowledging the vacancy. This ad will provide the requirements, deadline, and any other pertinent data.
- C. Application to fill the vacancy will be submitted to the board secretary by the deadline established by the board. The applicant must attest to meeting the eligibility requirements.
- D. Each of the candidates will be asked to submit a letter of interest and appear before the board to further share their views and respond to verbal questions from board members in public session.
- E. At the conclusion of all public interviews board members will then, in executive session, review the qualification of the candidate and confidentially rank candidates on a scale of 1 to 5, 1 being low and 5 being high.
- F. The president will ask for a motion from the floor, based on the candidate ranking, to recommend the successor to fill the vacancy.
- G. The board will return to public session to vote on the successful candidate.
- H. The successful candidate will be sworn in to office at the next regularly scheduled meeting.

It is the board's intention to keep this process as objective as is possible and feels that this process allows each board member to make his/her own decision based on written and verbal responses of each candidate.

Adopted;	September 24, 2002
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