

**PROCEDURES**Board Position Vacancies

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Board member vacancies shall be filled within 30 days from the effective date of a resignation or other event (except a vacancy occurring by recall election), which causes a vacancy to exist. The vacancy shall be filled with a legally qualified person who is appointed by a majority vote of the remaining members of the Board at a regular or special meeting of the Board.

Persons appointed to fill a vacancy shall file acceptance of the office, including an affidavit of eligibility, with the Secretary of the Board, and shall take the oath of office prescribed by law. The appointee shall hold office until the next annual school election.

If a majority of the positions are vacant at the same time, the remaining members shall immediately call a special election to fill the vacancies.

Resignations are effective without acceptance or approval by the Board.

**Process**

When a vacancy on the Board occurs, the Board, in filling the vacancy, may use the following procedures:

- a. The Board President, through public announcements shall make known the vacancy has occurred and those persons interested in being considered for appointment should notify the Secretary of the Board by the deadline established by the Board.
- b. The Board shall establish the criteria to be applied in making the appointment.
- c. The full Board shall review and screen applications to determine which candidates should be further considered for appointment. Screening by the full Board shall be done in public session unless the candidate requests confidentiality, as provide in State law.
- d. Those candidates screened for further consideration shall be interviewed by the Board in public session.
- e. The Board, by roll call vote of a majority of those elected or appointed, and serving, shall determine which candidate shall be appointed to fill the vacancy.

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**Appointment Application – Candidate Information**

Board members receive no compensation and board service requires commitment to approximately 20 plus meetings per year as well as involvement in continuous training and advocacy opportunities. An individual board member has no legal power. The work of school boards is completed primarily through majority vote during public meetings and includes improving student achievement through policymaking, designating a superintendent, strategic planning, and financial stewardship.

Name: \_\_\_\_\_

Resident Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

City of: \_\_\_\_\_ County of \_\_\_\_\_

Resident of County for \_\_\_\_\_ Years      Resident of Michigan for \_\_\_\_\_ Years

I am a citizen of the United States: Yes \_\_\_\_\_ No \_\_\_\_\_

(You must be a United States citizen to seek office)

I am registered and qualified to vote at the address listed above: Yes \_\_\_\_\_ No \_\_\_\_\_

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Board of Education Members are subject to the following Policies which address Conflict of Interest with Board Members, and are posted online as noted (1000.01 – Organization & Functioning of the Board/Conflict of Interest) for review prior to making application. The Board Bylaws, Standards of Practice and all Board Policies are available for review on the District website at: <http://www.wyandotte.org/our-district/board-of-education/board-policies>

Please explain any areas of disclosure relative to these policies:

I wish to be considered for appointment to the Wyandotte Public Schools Board of Education.

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Signature

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Date