

Millwood Public Schools 6724 Martin L. King Oklahoma City, OK 73111	Policy B-05 Adopted: 12-4-95 Revised: 1-3-00
---	--

UNEXPIRED TERM FULFILLMENT

The Board shall fill any vacancy which may occur in that body as provided by law. In the first half of the term of office for a board position, the person appointed shall serve only until the next succeeding election, at which time the office which the person hold shall be placed on the ballot for the balance of the unexpired term.

After the first half of the term of office for a board position, the person appointed shall serve for the balance of the unexpired term.

The following procedures will be used in the selection of a person to fill a vacancy.

- A. The Board will set the date and time for taking applications to fill the vacancy.
- B. Applicants must file a notification and declaration of candidacy with the Board Clerk.
- C. A special meeting will be called to interview applicants and make the appointment.
 1. Interviews will be conducted in alphabetical order;
 2. Interviews will be conducted in the regular meeting place with arrangement of spaces (tables, chairs, microphone) and their endorsement speakers to assure good communications;
 3. Applicants who are to be interviewed and their endorsement

speakers will wait at another location away from the interviewing area until they are called;

4. The interviews will be scheduled at 30 minute intervals. All applicants will be notified of the total schedule;

5. A consistent pattern of questions or discussions with each applicant will be followed by preparing a list of items which may be discussed with each applicant;

6. Suggestions, questions, and inquiries which are submitted by Board members will be incorporated into the interviews as deemed appropriate; and

7. After the interviews of candidates have been completed, not more than two persons will be permitted to speak for three minutes each on behalf of an applicant.

D. The following specific procedure will be used to make the selection of an applicant to fill the vacancy.

1. The names of applicants will be listed alphabetically with a [] box adjacent to each name and the lists placed before the Board;

2. Each member of the Board will check [x] one name only as his/her choice and sign his/her name on each list submitted;

3. Upon direction of the Chair, the Board Clerk will

gather the lists of applicants and read aloud the name of the applicant whose name was checked on each list and the name of the Board member checking the applicant's name;

4. If one applicant receives a majority of checks, that applicant's name may be placed before the Board for action;
5. If upon the first checkoff one of the applicants does not receive a majority of checks a new list will be distributed to members of the Board which bears only the names of applicants who received a check by their name. The same process as listed in paragraph 2 and 3 will be followed by the Board
Clerk gathering and reading aloud the checked names and the name of the Board members checking the applicant's name;
6. If upon the second checkoff one applicant does not receive a majority of checks, a new list will be distributed which carries only the names of applicants whose name received a check on the most recent checking procedure; and
7. The checkoff procedure shall be repeated a maximum of five (5) times or until one applicant receives a majority of checks, whichever comes first.

That applicant's name may be placed before the Board for action or until the Board by its action reaches another decision on the matter.

8. All ballots cast by Board members throughout this process shall be attached to the minutes and made a part of the official record of the meeting. Members of the Board may, during the selection process, wish to ask for additional input from various applicants. These additional inquiries should be limited to no more than a total of five minutes for each applicant. If the Board does not fill the vacancy by appointment within sixty (60) days of the date the Board declared the seat vacant, the Board shall call a special election to fill the vacancy of the unexpired term.