

PORT EDWARDS PUBLIC SCHOOLS**Board of Education Policy**

FILLING BOARD VACANCIES

In the event that a member of the Port Edwards Board of Education resigns before his or her term has been completed, or a vacancy is created by any other means defined by law, the board of education will follow this procedure in appointing a member to the board to serve until a successor is elected in accordance with state law:

1. The school newsletter or local newspaper will advise district residents of the vacancy and request that interested individuals write a letter of interest to the school board clerk. The board will establish a deadline when all letters of interest must be received by the clerk.
2. The letters of the candidates will be reviewed by the board of education and an appointment will be made no later than 60 days after the vacancy has occurred on the board.
3. Any person appointed to the board and being notified of such appointment shall be deemed as having accepted the appointment unless, within 5 days after notification, files a letter with the Board Clerk of a written refusal to serve.

Adopted: 06/10/85
Reviewed:
Revised: 03/10/03, 11/10/03