

Except as provided by the Missouri Constitution and state statutes, and subject to the right of resignation, all members of the Board shall hold office for the term they were elected or appointed to serve until their successors are duly elected or appointed and qualified.

If a vacancy occurs on the Board of Education, the remaining members shall appoint a person to serve until the next school board election, when a director shall be elected for the unexpired term. In a case of resignation, a vacancy shall be declared to exist when the resignation letter is officially presented to the Board at a Board meeting. In a case of removal from office for excessive absences, a vacancy shall be declared to exist when the secretary of the Board certifies to the Board that a Board member has missed three consecutive meetings, and the Board has not excused the absences.

If there are more than two vacancies at any one time, the county executive, upon receiving written notice of the vacancies, shall fill the vacancies by appointment, with the advice and consent of the county legislature. The persons appointed shall hold office until the next school board election, when directors shall be elected for the unexpired terms.

When it is the Board's responsibility to fill a vacancy, the following process will be used unless the Board votes to use a different process due to the timing of the vacancy or other relevant reasons:

1. *Notification Process* – The fact that a vacancy exists or will exist will be announced at a Board meeting. The district also will notify local newspapers and advertise existing vacancies on the district's website. The superintendent or designee is directed to advertise the vacancy in other effective ways, such as sending e-mails or other electronic communication to the community or posting notice in district buildings or publications. Residents who wish to be appointed to the vacancy shall apply as directed in the notification(s). The district will allow residents a minimum of two weeks from the date the district publicizes the vacancy on its website to apply for the vacant position.
2. *Review/Interview Process* – If three or fewer candidates apply to fill the vacancy, all candidates will be interviewed in open session at a regular or special meeting of the Board.

If more than three candidates apply for the vacancy, individual Board members will submit their top three choices to the Board president via e-mail and copy that e-mail to the Board secretary. A copy of the e-mail sent by the Board members will be available to the public. The Board president will then determine the candidates to be interviewed by the Board based on the preferences expressed by the individual Board members. The candidates selected for an interview will be announced at the next regularly-scheduled or special open meeting of the Board and will be interviewed at that same meeting.

The names of all candidates to be interviewed will be posted as an agenda item. This process should not exceed more than 60 days from the close of receiving applications.

3. *Selection Process* – The Board will make appointments in an open session of the same Board meeting in which the candidates are interviewed. Appointments must be made through a formal motion that is seconded and confirmed with an affirmative vote by a majority of the Board. An individual who is resigning from or otherwise leaving the Board shall not participate in choosing his or her successor.
  
4. *Swearing In* – Once appointed, a person becomes a Board member by taking and signing the oath of office.
  
5. *Notification of Legal Responsibilities* – All appointed Board members will receive a notice of their obligations to file a personal financial disclosure statement and will be notified of the requirement to complete 16 hours of training.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

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Raytown C-2

Date Adopted: 7/1/2007  
Last Revised: 6/12/2017

**Policy Reference**  
AA

**Description**  
[SCHOOL DISTRICT LEGAL STATUS](#)

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