

**CAMBRIAN SCHOOL DISTRICT
Board Policy**

Procedure 9223
Adopted: October 12, 2004
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BYLAWS OF THE BOARD

Unexpired Term Fulfillment

I. Procedures for the Filling of a Vacancy to the Board of Trustees by Provisional Appointment

Immediately upon gaining the knowledge that a deferred resignation has been *filed* with the County Superintendent of Schools, or that a vacancy is determined to exist under Government Code Section 1770, the President of the Board may call a special Board Meeting to determine whether a special election shall be called for or whether a provisional appointment shall be made.

If a provisional appointment will be made, the following procedures, rules and regulations will be in effect:

- A. At their first meeting, the Board will establish the following dates:
 - 1. Dates that the preliminary screening will take place.
 - 2. The deadline date for candidates to submit applications.
 - 3. The date the Board will receive the report of the screening committee.
 - 4. The date the Board will meet and interview the candidates, (This date will be no later than five days prior to the 60-day deadline indicated in Ed. Code 5091(a)).
 - 5. The date of the Board meeting at which the Board will announce its provisional appointment. (A provisional appointment must be affirmed by three members of the Board.)
- B. Within two days following the first special Board meeting, the Superintendent shall communicate to the public in the following manner:

1. A letter shall be sent home with all students in the District announcing the vacancy, the pertinent dates, and the procedures to be followed to apply for the vacancy.
 2. A newspaper of general circulation shall be asked to publish all of the above information.
- C. Within two days following the special Board meeting at which the Board announces its provisional appointment, the Superintendent shall communicate this information in the same manner as indicated above.

II. Rules and Regulations Governing the Screening Committee

The Board President or appointee shall determine if a screening committee is needed.

- A. The Screening Committee shall consist of the following members:
1. The President of the Board or his appointee. (The Board representative shall serve as a non-voting chairperson of the committee.)
 2. One Home and School Club President, or their appointee, from each school in the District.
 3. Any member at large from the community selected by the Board of Trustees from a list of volunteers.
- B. All Candidates will be interviewed by the committee.
- C. The Board President shall prepare a master list of questions to be asked of each candidate.
- D. The committee shall recommend (with no order of priority) a number of candidates, to be determined by the Board President, to the Board of Trustees for final consideration.

III. Applying for a Vacancy

- A. Candidates may pick up applications at the District office.
- B. Candidates may phone the Administrative Assistant to the Superintendent and ask that an application be mailed to them.

- C. All applications are to be returned to the Administrative Assistant no later than 5:00 p.m. on the deadline date established by the Board. Applications received after the deadline date and time will not be considered.

- D. Applications, *as a group*, will be turned over to the chairperson of the Screening Committee after the deadline date. Until this time, no information will be given regarding the number or names of applicants.