

Policy BBE-2: SCHOOL BOARD VACANCIES

Status: ADOPTED

Original Adopted Date: 03/03/1997 | **Last Revised Date:** 04/13/2020 | **Last Reviewed Date:** 08/25/2025

(Urban Districts)

If a vacancy occurs on the board of education, the remaining members shall appoint a person as soon as is practicable 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 board meetings, and the board has not excused the absences.

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 vacancy will be announced at a board meeting. In filling a vacancy, the board shall publish a notice in local newspapers stating that the vacancy has occurred, that it will be filled by board appointment, and that anyone wishing to apply to fill the vacancy must file an application with the secretary of the board of education. The vacancy will also be advertised 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 must 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* – The board will review all applications at a regularly scheduled board meeting, or at a special meeting called for that purpose. The board may select final candidates to interview in open session, or the board may decide not to interview candidates and make a final selection from the applications. The board will discuss applications and interview candidates in open session.
3. *Selection Process* – The board will make appointments in an open session board meeting through a formal motion that is seconded and confirmed with an affirmative vote by a majority of the board. A board member who is resigning from or otherwise leaving the board shall not participate in choosing a 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 state-mandated training.

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State	Description
§ 162.203, RSMo.	State Statute
§ 162.261, RSMo.	State Statute
§ 162.471, RSMo.	State Statute
Mo. Const. art.VII § 11	State Constitution

Cross References	Description
AA	SCHOOL DISTRICT LEGAL STATUS