

BOARD POLICIES	METRO TECHNOLOGY CENTERS UNEXPIRED TERM FULFILLMENT (BP-2004)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

The Board shall fill any vacancy that may occur in that body to serve until the next regular election within 60 days of the date the seat was declared vacant by the Board of Education, as provided by law. 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 may 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) to assure good communication.
 - 3. Applicants who are to be interviewed will wait at another location away from the interviewing area until they are called.
 - 4. The interviews will be scheduled at thirty-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 others, will be incorporated into the interviews as deemed appropriate.
 - 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 to serve until the next regular election of the Board.
 - 3. The Clerk will gather the lists of applicants and read aloud the name of the applicant whose name was checked and the member so voting on each list.
 - 4. If one applicant receives a majority of votes, that applicant's name will be placed before the Board for action.
 - 5. If, upon the first tally, one of the applicants does not receive a majority of votes, a new list will be distributed to members of the Board, which bears only the names of applicants who received votes. The same process as listed in paragraphs 2 and 3 will be followed by the Clerk, gathering and reading aloud

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the checked names and the names of the board members so voting.

6. If, upon the second tally, one applicant does not receive a majority of votes, a new list will be distributed which carries only the names of applicants who received a vote on the most recent voting procedure.
7. The tallying procedure is to be continued until one applicant receives a majority of votes and that applicant's name will be placed before the Board for action, or until the Board, by its action, reaches another decision on the matter.

During the selection process, members of the Board may 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.

2.0 LEGAL REFERENCE: 25 O.S. § 305; 26 O.S. §§ 13A-101, 13A-106, 13A-110; 70 O.S. 5-107A.F; Career Tech Rules: 780:15-3-2, 780:15-3-3, 780:15-3-5(a)(E)

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
July 9, 1990	B	Revised
September 22, 2003	C	Reformatted
December 15, 2003	D	Legal references reviewed and revised as necessary

5.0 PCF FRAMEWORK #: 10.1 Manage federal, state, and local regulatory requirements

***** End of Policy *****