



Harwood Unified Union School District

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Brigid Nease, Superintendent

Michelle Baker, Director of Finance/Operations

Sheila Soule, Director of Curriculum

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PROCEDURES FOR FILING VACANCIES ON THE HUUSD BOARD:

October 24, 2017 DRAFT

1. The HUUSD/Central Office receives a written resignation from a board member.
2. The vacancy is immediately advertised as widely as possible to include but not limited to: Front Porch Forum, local newspapers, school newsletters, postings, etc. Interested candidates are asked to submit a letter to the Superintendent stating why they would like to serve and what experience and skills they may bring to the board.
3. The select board chair in the town of residence of the resigned member is notified in writing by the Superintendent or Board Chair that the position is vacant, and the advertising has begun.
4. The central office accumulates all the letters of interest and passes them along to the full board with the board packet in preparation of the board meeting where a candidate will be selected. The letters of interest are also sent to the select board chair.
5. The initial advertising timeframe has a closing date 20 days from the first posting. If candidates apply within this timeframe, requests for letters close, and a board meeting date for selection is scheduled. Otherwise, the vacant seat continues to be advertised until a new member can be selected.
6. The board chair consults with the select board chair, as required by law, in the town where the vacancy exists in advance of the board meeting scheduled to fill the vacancy. The select board chair is invited to attend the meeting. The meeting is scheduled and held within 30 days of receiving the letter of vacancy. The select board does not have veto power over the HUUSD Board vote.
7. The warned and scheduled board meeting is held in open session. Each prospective candidate is given 5 minutes to address the board. The board deliberates and votes to appoint a new member to fill the vacant seat until the next March election.
8. The newly appointed HUUSD Board Member gets sworn in and takes the oath of office at the town clerk's office.
9. These procedures are developed based on 16 V.S.A. 706k (b) Notwithstanding any provision to the contrary under 16 V.S.A. § 706l, if a vacancy occurs on the board of a unified union school district and the vacancy is in a seat that is allocated to a specific town, the clerk shall immediately notify the select board of the town. Within 30 days of the receipt of that notice, the unified union school district board, in consultation with the select board, shall appoint a person who is otherwise eligible to serve as a member of the unified union school district board to fill the vacancy until an election is held in accordance with the unified union school district's articles of agreement.