

SCHOOL BOARD VACANCY

PROTOCOL

NOVEMBER 2012

SOUTH PORTLAND CITY CHARTER

[Sec.] 904. Vacancy.

Whenever a vacancy in the school board occurs the vacancy may be filled by a majority vote of all the members of the city council and the member so elected shall serve until the next regular municipal election when a new member shall be elected to fill the vacancy for the unexpired term, if any.

(Ref. of 5-5-81)

Resignation Received

All School Board resignations shall be submitted to the City Clerk's Office for processing.

Public Notice – Advertising

Upon receipt of a resignation the City Clerk will provide public notice announcing the School Board vacancy, district affected and qualifications for the seat. The City Clerk shall use electronic media (email, city newsletter, webpage) as well as weekly local printed media. The vacancy should be posted and advertised for three weeks.

Submission Request

Candidates interested in the School Board vacancy shall submit a Letter of Intent and Resume outlining their desire to seek the vacant Board seat.

Interview Process

The interview process may vary depending upon the number of candidates interested in the vacant School Board seat. The process should, in some resemblance, follow:

- i. City Council will assemble questions
- ii. Candidates will alternate on the answering of questions
- iii. Candidates will have 2 minutes to answer a specific question and 1 minute for a follow-up question.
- iv. At the conclusion of the questions, Candidates will be provided 2 minutes for final statement.

Call for Nomination

Upon the conclusion of the candidate interview process, the Mayor shall call for nominations. No votes will be taken, only nominations for the School Board seat. Action on nominations will be held until the next regularly scheduled City Council meeting.

Public Vote

Immediately after nominations are called by the Mayor, at the meeting of the City Council, as prescribed in Charter Section 904, the City Council shall elect, by majority vote of the entire council, the successful candidate to fill the vacant School Board seat until the next regularly scheduled election.

Swearing In

Immediately following the vote by the City Council, the City Clerk, or her designee, shall read the Oath of Office to the successful School Board candidate.

This was presented at the November 11, 2012 Special Joint Workshop with the School Board. There was some discussion on whether the Charter should be changed to provide for a Special Election for a vacant School Board seat but there was nothing decided and there was not a plan to create a specific process for filling a School Board vacancy. This protocol could be considered the next time there is a school board vacancy.

Susan Mooney
City Clerk