



# Steps to Fill a School Board Member Vacancy with Sample Application and Interview Questions

## Steps to Fill a Vacancy

1. Board member formally resigns. Such resignation must be provided to the district in writing and include the last date the member will be serving.
2. Board declares a vacancy will exist on the date provided by the resigning member.
3. Boards CANNOT leave a position vacant. (MS 123B.09 and Att Gen. Op. 161-a-25, 1960)
4. Board decides on a process to choose who to appoint.
5. Board completes process and picks a person to fill the open seat. Nominations are voted on using a roll call vote in the order the candidates were nominated.
6. Board passes a Resolution Filling a School Board Vacancy by Appointment.
7. Board waits 30 days to allow the public the opportunity to petition against the appointment.
8. Between the appointment date and the end of the 30-day waiting period, appointee signs Acceptance of Office and Oath of Office in front of a notary.
9. At the appointee's first board meeting, appointee may say public oath. This oath is ceremonial and therefore optional.
10. NOTE: A vacancy caused by illness or temporary vacancy caused by health issues is under a different statute, has its own resolution and does not need a 30-day waiting period for the appointed person. (MS 123B.09, Subd.4)

## Sample Application

Applicant Information		
<b>Name</b>		
<b>Phone</b>	<b>Home</b>	
	<b>Work</b>	
<b>Email</b>		
<b>Address</b>	<b>City</b>	<b>Zip Code</b>
Requirements to Hold Office		
<ul style="list-style-type: none"> <li>• At least 21 years of age</li> <li>• U.S. citizen and eligible to vote</li> <li>• Resident of School District (<u>DISTRICT #</u>) for at least 30 days</li> <li>• No record of criminal sexual misconduct for which registration is required</li> </ul>		
I verify that I meet these requirements:		
<b>Signature</b>	<b>Date</b>	
Application Submission		
Return completed application by <u>(TIME)</u> on <u>(DATE)</u> to:		
<u>(PREFERRED ADDRESS)</u>		

## Sample Questions

- Why would you like to serve on the (DISTRICT NAME) School Board?
- Please describe your background and experiences with community involvement. How would these serve you as a board member?
- What experiences have you had serving on either private sector or public sector boards, what was your role, and what were your take-aways from that experience?
- Describe your understanding of the decision process for public school board. How would you react/respond if the majority of the board took an action that you voted against?

## Interview Question Considerations

When deciding the method of collecting responses to interview questions, three options are available:

1. The board may include the interview questions in the application and not conduct an interview.
2. The board could ask some questions on the application and use this information to narrow the applicants before conducting interviews at a public meeting.
3. The board could use a simplified application and ask all interview questions at a public meeting when candidates have been narrowed down to only those nominated by the board.

No matter how the interview questions are posed, MSBA recommends evaluating the responses using a 3-point system (Exceeds, Meets, Does Not Meet) and then summarizing the collective responses before having a discussion at a public meeting. The applicant with the highest results on the points evaluation should not automatically be appointed. Board members may change their perspective after the discussion of the positive attributes of each of the applicants.

## Data Privacy Considerations

Under Minnesota Statute 13.601, the following information about applicants is public data:

- (1) name;
- (2) city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- (3) education and training;
- (4) employment history;
- (5) volunteer work;
- (6) awards and honors;
- (7) prior government service;
- (8) any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to section [15.0597](#) (**does not apply to school boards**); and
- (9) veteran status.

If there is a public data request for a School Board Member Vacancy application, the district is responsible for having all non-public data redacted.

