

GP-19: VACANCIES ON THE BOARD

Adopted: 10/11/79

Revised: 04/14/92; 01/24/02; 03/13/03; 11/13/03; 10/12/06
05/08/08; 11/16/10; 08/10/17

Board of School Trustees

CLARK COUNTY SCHOOL DISTRICT

Should a vacancy occur on the Board, it will be filled by appointment by the remaining Board members in accordance with [NRS 386.270](#) and [NRS 386.240](#), as follows:

1. Advertisement: The vacant position will be advertised in the local newspapers, at least once a week for two weeks, and applications from those interested in serving on the Board will be solicited. ([NRS 386.270](#))
2. Application: Each candidate for a Board vacancy shall submit a written application to the Executive Assistant to the Board at the address of the Board Office. The application must meet the following requirements:
 - A. The written application must be submitted within 10 business days after the last date of publication of the vacancy.
 - B. The written application must contain the name, address, and telephone number of the person seeking the appointment and any other information the applicant desires to include.
 - C. The applicant must submit written proof in the application that the applicant is a registered voter and resides in the election district where the vacancy occurs.
 - D. The Executive Assistant to the Board shall make copies of all the applications for each member of the Board and shall distribute copies to the Board members at least 5 business days prior to the interview of the candidate.
3. Interview: Each candidate qualified under [NRS 386.240](#) shall be interviewed by a majority of the Board at a public meeting scheduled in accordance with the Open Meeting Law, and:
 - A. The Executive Assistant to the Board shall arrange, with the President's approval, the oral interview schedule, and inform each Board member and candidate of the time, date, and location of the oral interviews, at least 5 business days in advance.
 - B. It is the responsibility of each candidate to become familiar with the state statutes governing vacancies on the Board of School Trustees, the provisions of this policy, and the Board's posted agenda(s) for the interviews of candidates and deliberation on appointment to fill the vacancy.

4. Voting: A majority of the Board shall fill the vacancy at a public meeting scheduled in accordance with the Open Meeting Law and [NRS 386.270](#) to consider and vote on the vacancy. The vote may be on the same agenda as the interview of the applicants. The vote shall proceed as follows:
 - A. Nomination of Candidates
 1. Each candidate nominated by a Board member must receive a second.
 2. Any candidate not receiving a second to the nomination may be placed in nomination a subsequent time when no other candidate has received a majority vote of the Board to fill the vacancy.
 - B. Voting for the Candidates
 1. Voting may be by electronic voting machine with the votes simultaneously cast by the members.
 2. The first candidate to receive the approval of a majority of all the members of the Board shall be appointed to fill the vacancy until the next general election at which time, a successor shall be elected for the balance of the un-expired term. ([NRS 386.270](#))
5. Withdrawal of Candidacy: Any candidate may withdraw his or her application for the vacancy at any time.