Board of Education

Procedures for Filling Board Vacancies

If the Board chooses to make a provisional appointment, it may use or modify the following procedure.

1. The Board shall appoint a Citizens’ Advisory Committee, with all members residing in the trustee area in which the vacancy occurs, as follows:
   a. The President of the San Mateo County Boards Association shall be asked to name two school district trustees.
   b. The President of the 17th District, California Congress of Parents and Teachers, shall be asked to name one lay member of their Association.
   c. The bargaining units of the San Mateo County Office of Education shall be requested to jointly submit one name.
   d. The County Superintendent of Schools shall be requested to submit a list of names of voters, comprising a wide scope of community representation.
   e. The County Board members may add names to the list.
   f. The Board shall select a committee of seven to nine members from the above lists, following which the President of the Board shall name the Chair of the Committee from among those selected.

2. The Citizens’ Advisory Committee shall be asked to suggest at least three persons who are registered voters residing in the trustee area involved and who are otherwise qualified to be members of the County Board of Education.

3. The Citizens’ Advisory Committee shall adhere to the following guidelines.
   a. Any individual who accepts appointment to the Citizens’ Advisory Committee may not later be given consideration as a candidate for the vacant Board position.
   b. The committee shall solicit input from the community and give consideration to the demographics of the broad community as they aggressively seek qualified candidates. While the committee should draw upon personal information available to its members, it should not limit itself to consider only those individuals who may be known personally by committee members. The Committee should feel free, in the case of potential nominees not personally known to the committee, to seek such further information as needed.
   c. The Board shall immediately receive the names of the candidates upon their selection by the committee. The committee may present names either in order of priority or unranked. If the committee indicates first, second, etc. priority, the Board shall give consideration to that recommendation, but is not bound by it.
   d. The Citizens’ Advisory Committee may conduct its work in any manner deemed appropriate by its Chair; all sessions must be public, and shall be posted.

4. The Citizens’ Advisory Committee shall submit at least three names to the Board and the Board shall then interview each nominee in open session.
5. Following the interviews, the Board shall either appoint one of the nominees to the vacant position, or find that no candidate is acceptable. In the latter case, the Committee shall be asked to search further and submit a new slate of nominees.

Legal References:

*Education Code 1008 Vacancies, procedures for filling*
*Education Code 5090-5095 Vacancies*

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