

PROCESS FOR REPLACING TRUSTEE POST ELECTION

1. A Notice of Board Vacancy will need to be included in the agenda and linked so the Board may approve this document for publication in the Great Bend Tribune. This published notification is required by Kansas Statute. There will need to be a motion to approve the Notice of Board Vacancy to be published in the Great Bend Tribune. The motion will need to be seconded and voted upon by the entire Board.
2. A detailed log of names, addresses and phone numbers of those requesting application packets, (dates request was received, date materials were mailed out, etc.) should be kept by the Board Clerk.

Note: No application may be accepted after the date and time stated in the Public Notice.

3. The application packet should include:
 1. Cover Letter
 2. Current Board Meeting Schedule
 3. Explanation of Policy Governance™
 4. Current copy of Board's Policy Manual
 5. Current Report Card
 6. Timeline for Search Process
 7. Application Process
 8. List of Questions for Completion
4. Prepare application packets for the Board members' review at the next regular monthly Board meeting following the deadline stated in the public notice.
5. Prepare letter for the Board Chair's signature, confirming receipt of completed application packet.
6. Prepare letter inviting the applicant(s) to the regular Board meeting to address the Board as their interview process.
7. At this regular Board meeting, the Trustees will review the applications and may formally nominate the candidate of their choice. This will need an official motion, second and vote by the entire Board. However, the Trustees may prefer to wait until the following month to take official action.
8. Prepare letter congratulating the newly selected Trustee.
9. Prepare letters notifying the remaining candidates of the Board's decision.
10. Order nameplate for new Trustee from Identifications.
11. Administer Oath of Office to the new Trustee at the following month's regular Board meeting.
12. The new Trustee would serve out the existing term and if interested in continuing to serve following the expiration of the existing term, he/she would need to follow the regular election process.