

Director Election and Orientation

Board elections shall be held on the Tuesday following the first Monday in November of odd-numbered years.

A person is legally qualified to become a board member who is a United States citizen, and a qualified voter resident in the school district and the appropriate director district. A person may become a candidate for a place on the board by filing a declaration of candidacy with the county auditor during the May filing period as prescribed by law. In the event that there are more than two candidates for any position on the board, a primary election shall be held on the third Tuesday of August in the manner prescribed by law. The two candidates receiving the greatest number of votes will appear on the election ballot in November.

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If, prior to the first day of the regular filing period, a vacancy occurs in a school director position that is not scheduled to appear on the general election ballot, leaving an unexpired term for which a successor must be elected at the next general election, filings for that position will be accepted during the regular filing period. The filing officer will provide notice of the vacancy and filing period to the newspapers, radio, and television in the county and online. The position will appear on the primary and general election ballots unless no primary is required.

If, on the first day of the regular filing period or later, a vacancy occurs in a school director position that is not scheduled to appear on the general election ballot leaving an unexpired term, the election of the successor will occur at the next succeeding general election that the office is allowed by law to have an election.

If, following the regular filing period and deadline to withdraw, but prior to the day for the primary, a void in candidacy occurs, the filing officer will reopen the filing period of three normal business days. The filing officer will provide notice of the special filing period to newspapers, radio, and television in the county and online. The candidate receiving a plurality of the votes cast for that school director in the general election is deemed elected.

Board Vacancies

In case of a board vacancy, the remaining board members shall fill such vacancy by appointment. The board will receive applications from any qualified persons seeking to fill the position after suitable public notice. The board will appoint one of the candidates to serve until the next regularly scheduled board election, at which time a director shall be elected for the unexpired term, if any.

The appointment shall be approved, by roll call vote, by not less than three members of the board. If there exists fewer than three members, the Educational Service District (ESD) board shall appoint a sufficient number to constitute a legal majority of the board.

Should the board fail to fill a vacancy within ninety (90) days from the creation of such vacancy, the ESD board members shall fill such vacancy. Appointees shall be United States citizens and qualified voters residing in the school district and appropriate director district.

Candidate Orientation

Candidates for appointment or election to the board are urged to attend public meetings of the board. All public information about the school system will be made available to them. Additionally, the superintendent will cooperate impartially with all candidates in providing them with information about school governance, board operations and school programs. Information to board candidates may include:

- Notifying the candidate of open meetings of the board, and providing an agenda;
- Meeting with the candidate to provide background information on the school system and board service and/or arranging such other candidate orientation sessions as the candidate may reasonably request;
- Providing each candidate with access to publications of the district, materials from the Washington State School Directors' Association, the official minutes of board meetings and the district policy manual;
- Reviewing the district budget and related fiscal documents; and
- Providing each candidate with information regarding the Public Disclosure Act, Open Public Meetings Act and conflict of interest laws.

Director Orientation

The board will help newly elected or appointed directors to understand the policies and procedures of the board. To facilitate this process, new directors will be provided with:

- Goals for the school district and strategic plan, if developed
- Board policies and administrative procedures
- Student rights, responsibilities and conduct
- Superintendent contract and annual expectations
- District staff handbook
- Student and staff handbooks from individual schools
- Collective bargaining agreements
- District and School budget(s)
- Financial status reports (most recent copies)
- Board minutes (past year)
- Achievement test results and relevant data for evaluating student learning
- Administrative staff member job descriptions
- WSSDA publications (e.g. Open Public Meetings, Conflict of Interest, Governing Through Policy, Parliamentary Procedure)

The board chair or a designee and the superintendent will assist each new director in the review of these materials and will review the role and function of the various administrators employed by the district. The orientation will also clarify how to (1) arrange for visits of school or administrative offices, (2) request information regarding school operations, (3) respond to a complaint concerning staff or program, and (4) handle confidential information.

Directors will be encouraged to attend meetings, workshops and conferences to increase their knowledge and competencies.

Legal References:	RCW	28A.310.030	ESD Board - Membership
		28A.330.020	Certain board elections, manner and Vote required
		28A.343.300	Terms-Numbers
		28A.343.320	Declarations of candidacy
		28A.343.330	Ballots-Form
		28A.343.340	When elected-Eligibility
		28A.343.370	Vacancies
		29A.04.151	Residence
		29A.24.171	Reopening of filing-Before eleventh Tuesday before primary
		29A.24.181	Reopening of filing – After eleventh Tuesday before primary
		29A.24.191	Scheduled election lapses, when
		29A.52.210	Local primaries
		42.12.010	Cause of vacancy
		42.30.110	Board member interviews in open Public session

April 24, 2001

Revised: June 6, 2006

Revised: October 26, 2006

Revised: May 9, 2007

Revised: April 2, 2008

Revised: June 22, 2010

Revised: October 4, 2011