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## PROCEDURE FOR FILLING A SCHOOL COMMITTEE VACANCY

When a vacancy on the School Committee occurs for any reason, the Board of Selectmen and the remaining members of the Committee share the responsibility for filling it.

As provided in the law, the School Committee will notify the Selectmen of the vacancy within 30 days after it has occurred. After one week's notice has been given by the Committee to the Selectmen, so that voters of the Town may have the opportunity to state their candidacy, the two governing bodies will meet to fill the vacancy by roll call vote.

For election to fill a vacancy, a candidate must receive a majority of the votes of the officers entitled to vote (Refer to Policy BBB). The person so elected will fill the seat on the Committee until the next Annual Town election, at which time a member will be elected to serve the remainder of the term, if any.

1. After notifying the Board of Selectmen in accordance with policy BBBE, the School Committee will announce the opening through its website, the *Lincoln Journal* and/or other relevant media.
2. Candidates will send a statement of interest and, if they choose, a resume to the School Committee Chair, who will distribute the materials prior to the joint meeting of the remaining School Committee members and Board of Selectmen.
3. Each candidate will make a brief opening statement.
4. Members of the School Committee (including Hanscom and METCO representatives) and the Board of Selectmen will ask the same set of questions of all candidates.
5. The candidates will be given the opportunity to ask questions of the Committee and Board members.
6. The vote will be by roll call. The outcome will be determined by simple majority of the remaining School Committee members entitled to vote and the Selectmen.
7. The chosen interim member must be sworn in by the Town Clerk before becoming a full participatory member.
8. The interim member appointed through this procedure will serve until the next annual election.

Legal reference: Ch. 41, Sec. 11

Approved at School Committee Meeting of June 14, 1982  
Reaffirmed at School Committee Meeting of December 17, 1984  
Revised at School Committee Meeting of December 4, 1989  
Revised at School Committee Meeting of June 12, 2014