

### APPOINTMENT OF NEW BOARD MEMBERS

The following procedures shall be followed in filling vacant seats on the Pitt County Board of Education:

1. The Chair of the Board shall appoint a Board committee and designate a committee chair to recommend an appointee to the full Board. The committee shall be comprised of Seat A or Seat B members, whichever is the same as the seat to be filled.
2. The committee will establish a reasonable timeline for filling the vacancy and will publicly advertise the timeline as well as the procedures to follow in submitting an application.
3. Individuals interested in applying for appointment to the Board shall submit to the Superintendent's office an up-to-date resume along with a letter of intent indicating why they would like to serve as a member of the Board of Education.
4. Applicants must be a resident of the district for which they seek appointment.
5. The Board committee shall meet to review all applications received and will determine from the list of applications which candidates should be interviewed based upon boardsmanship qualifications. Should fewer than ten applications be received, all candidates should be interviewed.
6. Once an interview schedule has been established, all candidates will be personally contacted and their interview time confirmed.
7. In conducting the interviews, the Board committee will use a prepared set of questions so that all candidates may be evaluated against an equitable standard.
8. Following the interviews, the Board committee will deliberate and determine by consensus the candidate to be recommended to the full Board for appointment.
9. The Board Committee Chair will communicate in writing to all candidates the committee's appointment intentions prior to the formal recommendation being announced in open session at a meeting of the Board, stating that the committee's recommendation is not final until the full Board acts.
10. The media will be informed during all aspects of the process.