

1. Board establishes timeline for board member selection.

(Remember you have 45 days from the date of the resignation to fill the vacancy. If board does not fill the vacancy in that period, the Secretary of Education fills the vacancy)

2. Board issues Notice of Vacancy to the public (suggest paid ad/letter in newspaper) which includes:

a. qualifications (registered voter / resident of school district or resident of board district if districted)

b. required documents such as letter of interest, resume, request to answer questions (why interested, etc.)

c. deadline for receipt of letters of interest.

3. Board accepts letters of interest, resumes, etc.

4. Board reviews information and determines eligibility.

5. Board determines if applicants will be interviewed or not.

6. If necessary, interview schedule is prepared

7. Board conducts interviews

8. The Board decides if community groups will participate in the interviews. (e.g. PTA, Chamber of Commerce) or not.

9. Board discusses applicants and selects replacement in open meeting by majority vote

10. Board advises Secretary of Education and NMSBA that vacancy has been filled.

1. The board set the following timelines.

2. Board issues Notice of Vacancy with following to the public immediately (Web Site, Facebook, entrances of each school, Post Office, and Mountain Monthly).

a. qualifications (registered voter / resident of school district)

b. required documents shall be a letter of interest that includes why they are interested in being a board member, resume and copy of voter registration and proof of being a resident of the school district such as copy of driver's license and vehicle registration.

c. Deadline for to receive letter of interest and all required documentation shall be June 12th, 2024,

3. Board accepts letters of interest, resumes, etc. until COB on June 12th, 2024.

4. The board reviews information and determines eligibility.
5. The board reviews information and determines eligibility. During June 18th, 2024, normal board meeting.
6. The board determines if applicants will be interviewed or not. If interviews are requested, then the board will set up times and individuals to interview. If interviews are not requested, then the board will move on to discussion of applicates in open meeting select replacement member.
7. The Board discusses applicants and selects replacement in open meeting by majority vote.
8. The Board advises Secretary of Education and NMSBA that vacancy has been filled.
9. The Board will then either fill the Vice Presidents position or fully re-organize the board.