
225 – Board Vacancy Process

1.0 PURPOSE

To establish a process for the Des Moines Pool Metropolitan Park District Board of Commissioners to fill commissioner vacancies.

- pursuant to RCW 35.61.050, RCW 42.12.070 and Article 4.2 of the Des Moines Pool Metropolitan Park District Bylaws, the Board of Commissioners is responsible to fill vacancies within ninety days of the date the vacancy occurs.
- in order to facilitate an orderly and fair appointment process, the Board of Commissioner deems it appropriate to adopt procedures for filling vacancies for the board,

2.0 PROCESS

1. The Board shall publish a preliminary notice of the vacancy in three public places within the District and on the District's website for at least 15 calendar days prior to the deadline for additional nominations to be submitted from District registered voters((RCW 42.12.080(1)).
 - a. The notice must state that a vacancy exists, will not identify any candidate(s) nominated under step 6 and must indicate that the Board will accept letters of intent (LOI) from District registered voters (RCW 42.12.080(1)).
2. The Board shall nominate at least one candidate from the applicants at an open public meeting (RCW 42.12.080(1)).
3. The Board shall publish a secondary notice of the vacancy in three public places within the District and on the District's website for at least 15 calendar days prior to the deadline for additional nominations to be submitted from District registered voters((RCW 42.12.080(1)).
 - a. The notice must state that a vacancy exists, must identify the candidate(s) nominated under step 6 and must indicate that the Board will accept additional nominations from District registered voters (RCW 42.12.080(1)).
4. The Board shall evaluate all nominees and appoint a new commissioner from the field of nominees within 90 days of the date the position became vacant at an open public meeting (RCW 42.12.080(1))
5. Interviews, if held, at any step in the process will be conducted in an open public meeting.
6. The Board may evaluate candidates in executive session pursuant to RCW 42.30.110(1)(h).
7. The Board shall make the decision to appoint a person to fill the vacancy in an open public meeting.
8. The appointed individual will take the oath of office as soon as possible after appointment.
9. The appointed individual shall complete open public meeting and open public records training within 90-days of the appointment.
10. Pursuant to RCW 42.12.070 (6) the person who is appointed shall serve until a qualified person is elected at the next election at which a member of the governing body normally would be elected (odd numbered years). The person elected shall take office immediately and serve the remainder of the unexpired term.

11. REFERENCES

- 101 District (Des Moines Pool M.P.D.) Bylaws, Article 4.2
- RCW 35.61.050 Composition of Board – Election of Commissioners – Terms – Vacancies
- RCW 42.12.010 Causes of Vacancies
- RCW 42.12.070 (6) Filing Nonpartisan Vacancies
- RCW Dispositions, Chapter 29A.24 Filing for Office
- RCW 42.04.020 Eligibility to Hold Office