

2. Should no member receive a majority vote of the entire Board membership as the nominee for the office of vice-chairperson, the two candidates with the most votes will be declared nominees for the office of vice-chairperson, and a second signed ballot will be taken by the Board to choose between them.
3. The nominee that receives the most votes will be the new vice chair.

The newly elected officer assumes office at the end of the meeting.

Should the office of the vice-chairperson become vacant between organizational meetings, the Board will use the same method that has been described above to fill the vacancy until the **next** organizational meeting.

The voting tallies will be available to any board member that requests them at the end of the meeting.

*Approved: 10/23/00; Revised 01-04-10; Revised 10-24-11; Revised 8-25-14*

## **Unexpired Term Fulfillment**

Except for the Board chairperson, vacancies on the Board will be filled by appointment of the Board until the next scheduled election, at which time the vacancy must be filled for the remainder of the unexpired term or for a new full term as the case may be. The appointee must be a resident of the election district in which the vacancy occurred.

When a vacancy, other than the office of the chairperson, occurs on the Board, the vacancy will be filled within 90 days from the date the vacancy occurs, using the following procedure:

1. The vacancy will be advertised for a period of one week or one time if the advertisement is placed in a weekly newspaper of general circulation in the area where the vacancy exists.
2. The advertisement will state that persons interested must reside in the district where the vacancy exists and that anyone interested in filling the vacancy must contact the superintendent's office to obtain proper forms for filing for the vacancy.
3. Forms for filing for the vacancy must be addressed to the chairperson of the Board and received in the district office within 21 days from the date the first advertisement appears in a newspaper.
4. Information on all persons filing for the vacancy will be forwarded to the Board chairperson within five working days after the closing date.
5. Within 15 days after receipt of the information, the Board chairperson will call a special meeting of the Board for the purpose of reviewing all filing materials.
6. The Board members will rank those persons filing for the vacancy in priority order and interview the candidates as determined by the Board.

7. At the next regular or special Board meeting following the interviews, the Board will elect by majority vote one person from the candidates to fill the vacancy.

However, in situations in which the vacancy falls in the time period between the primary election (or the primary run-off election) and the general election, the Board may vote to appoint an unopposed candidate, who is from the district in which the vacancy occurred, to fill the vacancy until the general election.

*Approved: 10/23/00; Revised 10-24-11*

## **Meetings**

Business meetings. The Board will meet at least ten times annually, usually once each month. The time, date, and place of these meetings will be determined or reconfirmed annually at the November Board meeting and announced publicly. If it is necessary to reschedule a meeting, all members should be polled in advance in order to determine a mutually satisfactory time.

Workshop meetings. Workshop meetings will be held the first meeting of each month to provide dialogue and gather information related to items which may be presented during the business meetings. Business items must, except in case of emergency, be presented at the workshop meeting for discussion prior to being placed on the Business meeting agenda for action.

Organizational meeting. The Board will hold an organizational meeting at the first regular meeting that includes newly elected members. Election of a vice-chairperson for a term of two years will take place at the organizational meeting. The agenda of the organizational meeting will include designation or confirmation of the times that the Board will meet regularly through the next year. (Revised 01-04-10)

Special meetings. A special meeting of the Board may be called by the chairperson upon the request of any of its members or the superintendent. Except in emergencies, any special meetings will be announced at regular meetings of the Board, and the public will be informed through the news media. At special meetings, action will be limited to items related to the purpose or purposes for which the meeting was called.

Rules of order. Unless otherwise provided in the Board's policies governing its operations and procedures, the latest edition of Robert's Rules of Order shall be its guide to the conduct of official meetings. However, the vote required for adoption of any motion shall not exceed two-thirds of those present and voting unless otherwise determined by prior action of the Board.

Open forum. Citizens may address the Board on items as provided below.

1. A maximum of 30 minutes of each Board meeting will be allocated for citizens to speak to the Board on any issue they wish to bring forth.
2. Each person wishing to speak must register prior to the Board meeting and must be a resident of Horry County, and must provide a valid phone number and/or e-mail address. The registration may be accomplished during regular business hours or up to 15 minutes prior to a regularly scheduled Board meeting. Persons registering shall give their name and address. Only those so registered and recognized by the chairperson will be permitted to address the Board. Persons will be recognized in the order in which they registered. The administration will provide for an expeditious and orderly registration procedure. (Revised