

NOTICE OF VACANCY

Horry County Board of Education Seat Representing the Unexpired Term for District 4

The Horry County Board of Education ("Board") is seeking to fill a vacancy in its membership for the seat representing the unexpired term for District 4. The vacancy shall be filled by appointment of the Board until the 2016 general election, at which time a member will be elected from District 4 for a term of four years.

Persons interested in being considered must:

- Reside in District 4 which includes the following Horry County election precincts: Burgess #3; Deerfield; Enterprise (split); Jet Port #1 (split); Jet Port #2 (split); Marlowe #1; Marlowe #2; Marlowe #3; Sea Winds (split); Socastee #1 (split); Socastee #4 (split) and Surfside #4.
- Secure a filing form for the vacancy from:

The HCS website at www.horrycountyschools.net;

or

Office of the Superintendent
Horry County Schools
335 Four Mile Road
P.O. Box 260005
Conway, SC 29528-6005
(843) 488-6717

- Complete the form, address it to the Chairperson of the Horry County Board of Education, and submit it to the above address to be received no later than 4:30 p.m. on Tuesday, May 10, 2016.

Following receipt of the filing materials, the Board will meet to review the filing materials and will interview the candidates as the Board determines. Following the interviews, the Board will meet and elect by majority vote one person from the eligible candidates to fill the vacancy. Questions concerning the above should be directed to the Office of the Superintendent.

HORRY COUNTY BOARD OF EDUCATION

FORM FOR FILING FOR DISTRICT 4 SEAT

Full name: _____

Residence street address: _____

Residence City, State, Zip: _____

Home telephone: _____

Cellular phone: _____

Work telephone: _____

E-Mail address: _____

Occupation: _____

Work street address: _____

Work City, State, Zip: _____

Education:

Dates of Attendance	School/College/University	Diploma/ Degree	Year Earned
—			
—			
—			
—			
—			

Explain your reason(s) for wanting to serve on the Horry County Board of Education
(add additional pages, if needed):

Describe your community involvement:

I attest that:

- I am a qualified elector of Horry County;
- I reside in District 4 which includes the following Horry County election precincts: Burgess #3; Deerfield; Enterprise (split); Jet Port #1 (split); Jet Port #2 (split); Marlowe #1; Marlowe #2; Marlowe #3; Sea Winds (split); Socastee #1 (split); Socastee #4 (split) and Surfside #4.
- I understand that the Constitution of South Carolina prohibits dual office-holding, except in instances when an officer is given ex-officio status by statute, and I agree to vacate, if applicable and if required, my first office if I am elected to serve the unexpired term of the vacant seat representing District 4.

Signature: _____

Date: _____

After completing this form, submit it with four letters of reference, to:

**Chairperson, Horry County Board of Education
Attn: Dr. Rick Maxey, Superintendent
Horry County Schools
335 Four Mile Road
P.O. Box 260005
Conway, SC 29528-6005.**

The documents must be received by 4:30 p.m. on Tuesday, May 10, 2016.

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:

RESPONSE: District 4 Board member vacancy is to be filled by May 29, 2016.

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.

RESPONSE: Tuesday, April 19, 2016, is the anticipated date for publication of the District 4 Board member vacancy advertisement in the *Sun News*, the *Myrtle Beach Herald*, the *Carolina Forest Chronicle* and the *Horry Independent*. It will be posted on the District's website and also broadcasted on TV 12.

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.

RESPONSE: The advertisement and the proper filing forms will be posted on the District's website.

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.

RESPONSE: Forms for filing for the vacancy are due in the District Office by the end of the workday on Tuesday, May 10, 2016.

4. Information on all persons filing for the vacancy will be forwarded to the Board chairperson within five working days after the closing date.

RESPONSE: Application packets on all persons filing for the vacancy is to be forwarded to the Board Chairperson and disseminated to the Board Members May 10-11, 2016.

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.

RESPONSE: The Board will need to hold a special-called meeting (possibly on Monday, May 16) with an executive session for the purpose of discussion of the appointment and determine applicants to be interviewed on a date to be determined.

6. The Board members will rank those persons filing for the vacancy in priority order and interview the candidates as determined by the Board.

RESPONSE: The Board will need to hold a special-called meeting (possibly on Monday, May 16) with an executive session for the purpose of discussion of the appointment and determine applicants to be interviewed on a date to be determined.

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.

RESPONSE: The Board could conduct interviews at its regular meeting scheduled for Monday, May 23, 2016. A start time for consideration could be set for 4:00 p.m. An executive session could be scheduled for discussion pertaining to the candidates' interviews. The Board meeting could reconvene and a vote could be taken in public for the appointment of the District 4 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

RESPONSE: The newly-appointed District 4 Board member will serve the unexpired term until the first Board meeting in January of 2017, at which time the successful individual from the general election will be seated as the District 4 Board member.

VACANCY TIMELINE

March 7	Board is informed of "Unexpired Term Fulfillment" process at its Work Session
April 18	Board consider revised "Unexpired Term Fulfillment" process at its Board meeting
May 10	Deadline for filing forms for the vacancy to be submitted to the District Office
May 10-11	Information on all persons filing for the vacancy is forwarded to the Board
May 16	Possible special-called Board meeting for the purpose of reviewing filing materials and determining the applicants to interview.
May 23	Special-called meeting to begin at 4:00 p.m. to interview applicants for District 4 Board member vacancy. Board convenes in executive session in reference to interviews. Board reconvenes in public meeting to vote on District 4 appointment. If present, newly-appointed candidate could be sworn in prior to the conclusion of the Board meeting.
May 29	Deadline for the filling of the Board member vacancy
June 6	Board Meeting - newly-appointed person for newly-appointed person for District 4 vacancy is sworn in and seated.

I move that the Board ratifies the “Unexpired Term Fulfillment” process and conducts its review and interview of applicants for the District 4 with an appointment voted upon and the vacancy filled no later than May 29, 2016.

DRAFT