

Recommended procedures to accept board nominees:

1. For a seat made vacant during a term: At the next board meeting immediately following receipt of a letter of resignation, the board shall approve the 21 day advertisement of the open board seat.

The open seat shall be posted on the website indicating the deadline date for receipt of all applicants letter of desire to serve and resume.

For a seat up for regular election at the Annual (May) meeting: The deadline for receiving letters and resumes from applicants shall be the April meeting.

2. All letters of desire to serve and resumes shall be emailed in a Microsoft Word or Adobe format to Dr. Tim Kitts at kittsts@bay.k12.fl.us prior to the deadline date.

3. Dr. Kitts shall forward the documents that meet the requirements of application to current board members for review.

4. A committee of current board members will review all applications and recommend a minimum of two applicants to the main board for consideration for each open seat.

5. The Board Chairperson shall have new board member books ready at the same meeting following the vote and Dr. Kitts shall schedule a meeting to orient the new members as to the operations of the schools, a tour of the school and a review of school history.