



## NOTICE OF VACANCY

Vicksburg Community Schools is seeking applications to fill a vacant position on its Board of Education. The individual appointed will serve for the balance of the unexpired term ending on December 31, 2024. A successor will then be elected to fill the seat at the November 5, 2024 election for the balance of the term ending in 2028.

To be eligible, a person must be a registered voter of the Vicksburg Community Schools District, at least 18 years of age, a citizen of the United States, a resident of the State of Michigan for at least 30 days, and a resident of the Vicksburg Community Schools District.

Anyone interested in applying for the board vacancy must meet the above eligibility requirements and **submit an application by no later than 3:00 pm on Monday, June 12, 2023**. The link to the application can be found on our website: [vicksburgschools.org](https://vicksburgschools.org).

A timeline of the process to fill the vacancy is provided below.

Process questions can be directed to Amy Manchester, Board of Education Secretary and Administrative Assistant to the Superintendent, 269-321-1003 or [amanchester@vicksburgschools.org](mailto:amanchester@vicksburgschools.org).

### TIMELINE

June 1, 2023	Notice of vacancy announced.
June 12, 2023 at 3:00 pm	Deadline for submitting applications.
Date and Time To Be Determined	Board meets to review applications and make the appointment by June 30, 2023.
July 10, 2023 (7:00 pm)	*First board meeting for appointed board member. Ceremonial Oath of Office will be administered.

*\*Under the law, the appointed board member shall file with the secretary of the board an Acceptance of Office to which he/she has been appointed within 10 business days of the appointment. Before entering upon the duties of his/her office, the appointed board member shall take and file the Oath of Office with the secretary of the board. **The acceptance and official oath to be administered at VCS Administration Building.***