

## SAMPLE NEWS RELEASE FOR BOARD VACANCIES

*(Please retype on district letterhead and customize portions in brackets and/or in italics)*

### FOR IMMEDIATE RELEASE

*date*  
*Contact name*  
*Title*  
*Phone number*  
*Email*

CITY – The *name of board of education* Board of Education seeks applicants to fill an unexpired term of board member which became vacant on *date*.

*[The board can, if it chooses, include a paragraph that identifies the event that is the reason the position became vacant (resignation, death, nonresidence) and recognize the person who held the seat before that event occurred. Could include a quote from the board president or other board members thanking the former member and/or noting accomplishments of the board during the board member's service. This paragraph is discretionary.]*

The board will begin interviewing candidates soon and must name a replacement within 30 days of the vacancy occurring. The newly appointed member will serve until *Jan. 1, YEAR\** *[The year depends on when, during the term, the position became vacant]*. If the appointed member desires to continue serving, he or she must run in the next general election.

Those interested in serving on the *name of board of education* Board of Education should contact *name of person collecting applications* for an application. *Applications are also available on the district's website at this link.*

According to Ohio law, people serving on Ohio school boards must be district residents, registered voters in the district and at least 18 years old.

*Last name of board president* said the board will review all applications, *interview candidates* and decide on the replacement at its *date* meeting.

*[You may include some information on the process here.]*

*Name of school district* serves *number of students* in *number of buildings* in *list cities, townships and villages served by the district.*