From the GO Team Handbook:

Section 2.8. Vacancies. Vacancies on the GO Team must be filled no later than 60 days from the departing GO Team member’s removal or resignation or on a timeline approved by the Charter System and School Governance Office. The replacement member will be nominated by the principal and appointed by a majority vote of the remaining GO Team members. The replacement member will fill the vacancy until the position’s regularly scheduled election, at which time the replacement member will be eligible for election or appointment through the regular election/appointment processes. Replacement members must meet the same eligibility requirements for the vacant position, and all rules for GO Team member participation must be followed. A replacement member will be considered to have served a full term if the length of their service is equal to or greater than one (1) school/fiscal year.

Below, are templates you can copy into your Meeting Agenda, Summary, and Minutes for when your GO Team fills a vacancy. We’ve also provided a script you can use.

**Questions?** Contact us**:** [goteam@atlanta.k12.ga.us](mailto:goteam@atlanta.k12.ga.us) or 404-802-2885.

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**Agenda Item**

**Action Item:** Fill vacant seat

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**Script**

**Fill Vacant Seat(s)**

# Chair

We will now move to **Filling Vacant Seat**. Before we begin the process, I’d like to remind the GO Team of the following:

1. The Principal brings forth the nominations for the vacant seat.
2. All GO Team members have only one (1) vote per seat.
3. Individuals filling a vacant seat will serve until the conclusion of that seat’s term.

[Only do this part if the GO Team has one or more vacant seats]

We will now fill the **Vacant Seat**. [Insert Principal’s Name] Do you have any nominations for our GO Team’s Vacant Seat?

# PRINCIPAL

## Provides name of individual and which vacant position they are being nominated to fill. The principal may also wish to provide some information as to why the individual will be an asset to the GO Team and school.

# Chair

Thank you [insert principal’s name]. We will now proceed to vote on this nomination.

For the nomination of [insert nominee’s name] to fill the vacant position of [insert vacant position]. Does anyone have any comments or discussion about this nominee? [allow GO Team members to comment/discuss. Once discussion concludes, then:]. All in favor, please raise your hand. All opposed, please raise your hand. Any abstentions? Please raise your hand. [The secretary will note how each member voted.]

## [repeat the above for each vacancy]

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**Summary Template**

**Fill Vacant Positions** *(copy and complete table for each vacant position)*

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Appointee’s Name:** |  |

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**Minutes Template**

**Fill Vacant Position** *(copy and complete table for each vacant position)*

|  |  |
| --- | --- |
| **Vacant Position:** | **[Parent, Staff, Community, Swing]** |
| **Nominee’s Name:** |  |
| GO Team Members  **In favor** |  |
| GO Team Members **Opposed** |  |
| GO Team Members **Abstaining** |  |