

## ***Policy Type: Board Procedures***

### **Filling Board Vacancies**

1. In the event a vacancy occurs on the School Board, the vacancy shall be filled in accordance with state law and this policy.
2. The person appointed to fill a vacancy shall be a qualified elector of the District. Any elector who fills a Board vacancy in an apportioned area must be a resident of the area in which the vacancy occurs.
3. During the initial 60-day period of a vacancy, the Board may fill the vacancy only by an appointment that is made by a majority vote of the remaining members of the Board. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes. If after 3 rounds of voting the Board still has not been able to select an appointee by a majority vote, the chairperson of the meeting shall declare a deadlock and the deadlock shall be broken by the random selection of a qualifying nominee. The following outlines the initial process.

#### **Orientation**

Persons interested in serving in the vacant seat for the Board of Education will be invited to participate in an orientation session. The purpose of this meeting will be for interested persons to: meet the seated members of the school board; gain a perspective of the statutory role of a school board member; develop an awareness of the scope of the DASD; gain an understanding of the BOE's operating structure with Coherent Governance; and hear current board members perspectives about their role and function and the nature of the service they provide to the community as school board members

#### **Individual Conversations**

Interested persons will be encouraged to contact individual board members or the superintendent if they have additional questions about the expectations for board members or the nature of the role should they pursue the opportunity to fill the vacancy on the board. A list of board members names and phone numbers will be provided.

#### **Application Process**

Interested persons will be asked to submit two items for review by the board members. First, a Personal Profile, or resume, not to exceed two pages in length. The profile should include any educational, occupational, civic, and community experiences the individual has had that supports their qualification to be a contributing asset to the board. Second, a personal statement explaining their interest in filling the vacancy and what contribution they believe they can make through their service to the school district. This statement should not exceed one page. Finally, the candidate will complete the District's background check process. The board members will be given the opportunity to review these materials prior to the interview with the candidates.

#### **Interview with the Board of Education**

All interested persons will be required to interview with the Board of Education.

#### **Selection Process**

Following the interviews, the Board will deliberate in open session to discuss the merits and positive attributes applicants would bring to the Board. A closed session may be called if an issue arises with an applicant under WI Statute 19.85 (1), (f). Following the Board's deliberation, the Board will elect one individual to fill the vacant seat on the board. Voting will be done by paper ballot, signed by each board member. All candidates will be notified of the Board's decision. The

individual selected by the Board will be asked to assume the seat at their earliest convenience, preferably by the next scheduled meeting.

4. If the vacancy has not been filled by appointment within 60 days pursuant to the previous paragraph, then at a Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the chairperson of the meeting shall call for nominations of any qualified elector who has expressed a willingness to be considered for appointment.
5. Electors being considered for nomination who are present at the meeting will be given the opportunity to make a brief statement in support of their nomination and possible appointment to the Board. Nominations must be supported by at least *five* Board members, inclusive of the Board member making the initial nomination. Each Board member may nominate or express his/her support for the nomination of only one elector. Once the qualifying nominees have been identified, the Board shall make a final attempt at this meeting to appoint one of the nominees to fill the vacancy by a majority vote. If after 3 rounds of voting the Board still has been unable to select an appointee by a majority vote, then the chairperson of the meeting shall declare a deadlock and the deadlock shall be broken by the random selection of a qualifying nominee. If, for any reason, the vacancy is still unfilled following such meeting, then the procedures listed in this paragraph shall be repeated as needed at future Board meetings held at approximately monthly intervals.
6. After the meeting at which a qualified elector is selected to fill the vacancy, the Board Clerk shall notify the person, in writing, of his/her selection as the appointee. Under state law, this notification shall occur within eight (8) days of the selection, and the person selected to fill the vacancy will be considered to have accepted the appointment unless within five (5) days after such notification he/she files a written refusal to serve with the Board. If the person files a written refusal to serve, the Board will continue to attempt to fill the vacancy.
7. A qualified elector selected to fill a Board vacancy shall not take office unless he/she has taken and filed the oath of office. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. If the appointee neglects or refuses to take and file the official oath on or before such date and has not filed a written refusal to serve, such neglect or refusal gives rise to a new vacancy in the office.
8. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.
9. State law determines the date on which an appointee's term of office expires.
10. The District Administrator and Board President shall jointly ensure that each person who fills a vacancy is provided with a basic orientation to the duties and responsibilities of serving as a Board member.
11. The Board Clerk or a designee will report the name and contact information of the appointed Board member to the clerk and treasurer of each municipality and county having territory in the District in accordance with the requirements of state law.

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 11.0202(1)</a>	[individuals holding a local office shall file a campaign registration statement]
<a href="#">Section 17.01(13)</a>	[board member resignations; how made]
<a href="#">Section 17.03</a>	[cause of vacancies]
<a href="#">Section 17.035</a>	[military leave vacancies]
<a href="#">Section 17.17(5)</a>	[clerk to provide notice of vacancies to school board]
<a href="#">Section 17.26</a>	[filling school board vacancies]

<a href="#">Section 19.01</a>	[oath of office]
<a href="#">Section 59.23(2)(s)</a>	[duty to provide county clerk(s) with lists of local officials]
<a href="#">Section 120.05(1)(d)</a>	[board member residency]
<a href="#">Section 120.06(10)</a>	[clerk to provide notice of appointment; timely oath required]
<a href="#">Section 120.12(28)</a>	[school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]
<a href="#">Section 120.17(1)</a>	[clerk to provide municipalities with names and addresses of new board members]

Adopted: June 27, 2016

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