

Cause of Vacancies

**Board Member Resignation:** If for reasons of health, change in domicile, or any other compelling reason a board member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Resignations shall be made in writing and delivered to the Board Clerk. The resignation shall take effect at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the resignation.

**Removal of Board Member:** Board members may be removed from office for cause by the judge of the circuit court having jurisdiction over the school district.

Filling Vacancies

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a Board vacancy shall not take office unless and until 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. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

**Appointment Guidelines:** During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

A notice of any vacancy will be published both in the Board meeting minutes when the vacancy occurs, on the district website and a three-day ad will be published in the newspaper. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first placed.

Any qualified prospective candidate shall review the policies on Board Member Qualifications and submit a letter of interest to the school board president prior to the deadline given. Applications received by the specified deadline are assured consideration. If one or no applications are received by the deadline, the Board President may direct that the solicitation of interest be re-issued with the deadline for assured consideration extended by up to an additional 14 days. The Board President shall ensure that all Board members are informed of any such extension.

All letters of interest submitted will be placed in the meeting packet for review.

On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.

The Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement in support of his/her possible appointment to serve on the Board. The Board may ask questions of one or more of the potential appointees.

The person appointed shall hold office until a successor is elected at a regular Board election. Unless a majority of the Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.

### **Vacancies Remaining Unfilled for More Than 60 Days:**

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedure:

If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.

If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the Board shall attempt to appoint a qualified elector to fill the vacancy by a majority vote. If after five rounds of voting the Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.

A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Each Board member who is present at the meeting may nominate, or support the nomination of, only one nominee.

Each nominee, if any, whose nomination is supported by at least 2 Board members (inclusive of the Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy.

If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at Regular Board meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

**Temporary Vacancies for Military Leave:** If a board member enters the armed forces of the United States and removes himself or herself temporarily from the school district, such temporary removal shall constitute a temporary vacancy of office.

Temporary vacancies shall be filled as other vacancies are filled, except that no election

need be held to fill any part of a temporary vacancy. The term of the person appointed shall not extend beyond the expiration of the term of the board member who entered federal service. In the event the original board member completes the federal service and returns to the district during his or her original term of office, the board member may file with the clerk of the district or municipality, within 40 days of completing the federal service, a statement under oath that the federal service has terminated and that the board member elects to resume office. Upon the filing of the statement the term of the temporary board member shall cease, and the returning board member shall be entitled to resume the duties of the office.

LEGAL REF.: 17.01 (13), 17.03, 17.17(5), 17.26, 17.035, 17.17(5), 17.26, 19.01, 59.23(2)(s), 120.05(1)(d), 120.06(10), 120.12(28), 120.17(1) Wisc. Statutes

**Adopted: 08/06/12**

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