133 FILLING BOARD VACANCIES

The office of a School Board member becomes or is deemed vacant upon the occurrence of one of the following events:

- a) The death of the incumbent, or the incumbent's being found mentally incompetent by the proper court;
- b) The incumbent's resignation;
- c) The incumbent's removal from office;
- d) The incumbent's conviction of a felony or imprisonment for one (1) or more years, or for any offense involving a violation of the incumbent's official oath;
- e) The incumbent's election or appointment being declared void by a competent tribunal;
- f) The incumbent's ceasing to possess the legal qualifications for holding office;
- g) The incumbent's neglect or failure to file the oath of office or to give or renew an official bond, if required;
- h) The incumbent is absent from the territory of the District for a period of sixty (60) continuous days, unless such absence is due to active duty in the armed forces, in which case the vacancy shall be temporary for the remainder of the term or until the incumbent returns and files a notice of his/her intent to return to his/her unexpired term;
- i) The death or declination in writing of a person elected or appointed as a Board member before he/she qualifies or enters upon the duties of the office;
- j) Any other event which is declared by State Statute to create a vacancy, such as recall, pursuant to Wis. Stat. 9.10

Vacancies shall be filled through the application and Board selection process as described below. Such appointees shall hold office until a successor is elected and takes office.

When vacancies occur in the office of a Board member who is in the last year of his or her term, or when a vacancy occurs after the spring election but on or before the last Tuesday of November in the office of a Board member who is not in the last year of his or her term, the successor shall be elected at the next spring election.

When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board member who is not in the last year of his or her term, the successor shall be elected at the 2nd following spring election.

Application/Selection Process to Fill a Board Vacancy

A) The Board shall seek qualified and interested candidates from the community by posting a notice of the vacancy at all District facilities, and on the District website. Board members may also contact qualified electors to determine their interest in the vacancy. The posted notice will include the length of time for which the appointment is being made, the place and manner in which qualified electors may apply, and the deadline date for filing written applications. The length of the posting will be at least one week in order to allow all

133-1 WISCONSIN RAPIDS PUBLIC SCHOOLS Wisconsin Rapids, Wisconsin interested parties to apply.

- B) Prospective applicants will be asked to submit a written application to the Board, in care of the Board Secretary at the District office. All applicants must be residents and qualified electors of the District. When making the appointment, Board members should consider the candidate's interest in and devotion to public education and willingness to give time and effort to the work. The written application should include the following information:
 - 1) Reason(s) the candidate wants to serve on the Board
 - 2) Background qualifications and experiences relevant to the position
 - 3) Candidate's educational philosophy
 - 4) Candidate's general views regarding role of the Board and role of the District Administrator
 - 5) Candidate's general views on District strengths and areas that may need improvement
 - 6) Candidate's views about Board teamwork and Board/Administrator relationships
 - 7) Candidate's availability for Board duties

If one or no applications are received by the deadline, the deadline may be extended by a majority vote of the Board, or the one individual who applied may be considered. If the Board does not appoint the one individual who applied, the Board may choose to extend the deadline and solicit additional candidates, or the vacancy may alternatively be filled upon recommendation of the Board President and with a majority vote of the Board.

C) Candidates for a vacancy on the Board shall be considered at an open meeting, unless there are exceptional reasons to consider the candidate in closed session pursuant to State Statutes. The Board will interview all individuals who have properly filed the specified application materials. Any interviews will take place at a properly noticed regular or special Board meeting. The order of candidate interviews will be determined by a random drawing of the candidate's name. During the interview, candidates will be asked to provide a statement on behalf of their candidacy and to explain their purpose in seeking a position on the Board. The Board may ask questions of the candidates.

Upon completion of the candidate interviews, the Board President will call for discussion by Board members only,

Board members will vote for one of the candidates using a signed written ballot as follows:

- 1) Board members shall submit a signed written ballot indicating their choice of candidate for appointment. The Board Secretary will tally the vote of each Board member. The candidate who receives the majority of votes cast shall be appointed to fill the vacancy.
- 2) If no candidate receives the majority of votes on the first ballot, then balloting

133-2 WISCONSIN RAPIDS PUBLIC SCHOOLS Wisconsin Rapids, Wisconsin shall continue until one candidate receives a majority of votes cast. If, after 5 total rounds of voting, a candidate has not received a majority vote, the Board President will declare a deadlock. Once in deadlock status, the name of the candidates with the greatest number of first place votes in the voting rounds will have their name written on identical slips of paper (one time only) and placed into a container. The names shall be drawn from the container one at a time by the Superintendent of Schools. The first name drawn shall be declared the winner.

The candidate selected for appointment to the Board will be publicly announced at the Board meeting. The appointee will receive confirmation of the appointment in writing, and unsuccessful applicants will also be notified in writing of the Board's decision. Any individual who has been notified of his/her appointment will be considered to have accepted the appointment pending the filing of the Oath of Office, and will be seated at the next meeting of the Board of Education. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

Following the appointment, the Board Clerk or designee will report the name and post office address of the appointed Board member to the clerk and treasurer of each municipality having territory in the District in accordance with state law.

If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 60 days following the date on which the vacancy first existed, then the procedures to fill the vacancy will be repeated 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.

LEGAL REF.:	Sections	17.03 17.17(5) 17.26 19.01 120.05(1)(Wisconsin Statutes				
	120.06 120.12(28) 120.42(2)(3)						
				CROSS REF.:	132, Board Member Resignation/Vacancy		
				APPROVED:	June 13, 1	983	

REVISED: November 11, 1996; December 11, 2000; September 13, 2016