

SCHOOL DISTRICT OF WAUZEKA-STEUBEN**FILLING BOARD VACANCIES**

In the event a vacancy occurs on the School Board, the vacancy shall be filled in accordance with state law and this policy.

A qualified elector selected to fill a Board vacancy shall not take office until he/she has taken and filed the oath of office. The oath shall be filed on or before any 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. State law determines the date on which an appointee's term of office expires.

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. In relation to any attempt to fill a vacancy during this 60-day period, any qualified elector of the District who is eligible to fill the specific vacancy may contact the District in writing to express an interest in being appointed. The Board or the Board's designee may establish specific application procedures and deadlines.

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 procedures:

1. 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, then no other appointee shall serve in the vacant seat in the interim.
2. If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph and if the vacancy still has not been filled by appointment by the remaining members by the close of the first Board meeting that follows the initial 60-day period, then the District Administrator or a designee shall, within 5 days of such meeting, issue a public notice of the vacancy that includes a deadline for submitting to the District Office a letter of application and a sworn declaration of eligibility for the vacant board seat. Qualified electors who submit the required information by the deadline are assured consideration as potential appointees.
3. Provided that there is at least one qualified elector who has submitted the required application information (at any point during the pendency of the existing vacancy) and who has not withdrawn from consideration, then at a Board meeting that occurs within 45 days of the date that the District Administrator issued the notice described in the previous paragraph, the Board shall either:
 - a. By a majority vote, direct the Board President to select a qualified elector to fill the vacancy, attaching such conditions to this delegation of authority as the Board deems prudent; or
 - b. Attempt to appoint an applicant to fill the vacancy by a majority vote, undertaking up to 5 separate rounds of voting if necessary.
4. If the Board does not delegate the power of appointment to the Board President or successfully select an appointee by majority vote as described in the previous paragraph, then at the same meeting the chairperson of the meeting shall call for immediate nominations in order to fill the vacancy by the random selection of a nominee.

- a. A nominee must be a qualified elector who has submitted the required application information and not withdrawn from consideration. Each Board member who is present at the meeting may nominate, or support the nomination of, only one qualified nominee.
 - b. Each qualified nominee, if any, whose nomination is supported by at least Board members (including the Board member making the nomination) will be included in the random selection process, except that if only one nomination is made such nomination must be supported by at least one-half of the total number of remaining members of the Board and no random selection is necessary. The nominee selected as a result of this process is thereby selected to fill the vacancy.
5. If the person selected to fill the vacancy under this process files a written refusal to serve, or if, for any other reason, the vacancy is still unfilled after the Board meeting referenced in steps 3 to 4 of this process (immediately above), then the procedures listed above shall be repeated as many times as may be necessary. Each time the process is repeated:
 - a. The District Administrator or a designee shall issue a public notice that further solicits interest in filling the vacancy within 5 days of the date that the need to repeat the process is evident; and
 - b. Steps 3 to 4 of the process will be carried out at Board meetings held at approximately one-month 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.

Legal References: Wisconsin Statutes Sections 11.0202(1), 17.01(13), 17.03, 17.035, 17.17(5), 17.26, Section 17.28, 19.01, 59.23(2)(s), 120.05(1)(d), 120.06(10), 120.12(28), 120.17(1)

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