

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

FILLING BOARD VACANCIES

The following procedures will be used, through appointment, to temporarily fill any vacancy that occurs in which a member of the Board of Education can no longer fulfill his/her term:

A notice of the vacancy will be posted at the same locations as meeting notices and the notice will be on the District's Web Page. If time allows and if there is a District newsletter, it will be placed in the District's newsletter. The notice will include basic eligibility requirements, what information residents are to submit to the Board, when and where the applicant's information must be received by the District, the date of the Board meeting when interviews will be conducted, and when the Board of Education plans to act on the appointment.

To be considered a candidate to fill the board vacancy, interested applicants are to send a letter of interest; a brief resume to include where s/he resides in the District and his/her background, education, and experiences that will enhance his/her ability to be a member of the Board; and a written statement of why s/he wishes to be temporarily appointed to serve as a Board of Education member.

Qualified applicants per state statutes (age, residency, and criminal record) will then be interviewed at a regular or special Board of Education meeting and the Board of Education will vote (through a roll-call vote) to select one of the applicants to serve on the Board of Education until a new board member is elected at the Spring Election as required by law.

The candidates will draw lots to determine the order of interviewing. The Board of Education will request that applicants do not remain in the meeting room during the interviews with the other applicants and especially until after they have been interviewed to make the process fair to all candidates. The interviews, Board deliberations, and vote to appoint a temporary Board member to fill the vacancy will be conducted in open session unless there are exceptional reasons to consider the candidates in closed session.

Legal References: **Wisconsin Statutes Sections 17.01(11), 17.03, 17.26, Chapter 19; Subchapter V**

Cross References:

Adoption Date: **1/28/2008**

Date Revised: **2/24/2014; 1/23/2017**

Date Reviewed: