

FILLING BOARD VACANCIES

In the event a vacancy occurs on the School Board due to the death, resignation, removal from office of the incumbent or other reason outlined in state law, the vacancy shall be filled by an appointment made by the remaining members of the Board. Any person who fills a Board vacancy in an apportioned area must be a resident of the area in which the vacancy occurs.

The candidate appointed to the vacancy shall, pending acceptance and filing the Oath of Office, be seated on the School Board. State law determines the length of time that a Board member serves as an appointee following a vacancy.

SELECTION PROCESS

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:

1. Public notice of the vacancy shall be given, and a reasonable length of time will be provided for people to determine whether or not they wish to be considered for appointment to the vacancy. Any qualified elector may contact the Board to express interest in the position. Board members may also contact qualified electors to determine their interest in the vacancy. 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 posted or published.
2. Individuals desiring consideration must file a letter of interest with the District Administrator by the date specified in the notice and may file written documentation in support of their candidacy.
3. The Board President may schedule a special open meeting of the full board to conduct personal interviews of the candidates and to elect one candidate to fill the vacancy. Each candidate shall be given the opportunity to present a statement in his/her behalf, respond to questions from Board members, and any qualified elector of the district shall be given an opportunity to make a statement in behalf of the candidate. The Board reserves the right to limit the duration and number of any such statements.
4. Upon completion of the candidate interviews, the Board President shall call for the discussion by Board members. The Board may consider candidates in a closed session only if the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the candidates.
5. The appointment procedure will be accomplished by motion. If a motion fails, either for want of a second or for lack of a majority, another motion shall be entered and the process repeated until a candidate has received votes of a simple majority of the remaining members.

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:

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, 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 in accordance with 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 5 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 candidate.
3. A candidate must be a qualified elector who has submitted a letter of interest 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 candidate.
4. Each candidate, 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 candidate selected as a result of the random process is thereby selected to fill the vacancy.
5. 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.

LEGAL REF.: Section 17.01(13) Wisconsin Statutes
 17.03
 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)

CROSS REF: 133-Exhibit, Notice of Appointment of a Board Member
 131, School Board Elections
 161, Board Member Authority and Responsibilities
 162, New Board Member Orientation
 165, Code of Ethics for School Board Members

Approved: December 16, 1996
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