

FILLING BOARD VACANCIES

Board members may resign or be removed from the office as provided by Wisconsin law. When resignation or removal from office does occur, the remaining members of the Board shall, within 60 days appoint a replacement. The appointee will serve in the position until a successor is elected and takes office according to Wisconsin law.

When a Board vacancy occurs, these procedures shall be followed:

- a. A public notice of the vacancy shall be filed on the District's website and Facebook page.
- b. Candidates shall file a Declaration of Interest with the Board.
- c. Perspective candidates shall be interviewed by the Board at a regular or special Board meeting.
- d. Board members shall use signed paper ballots to select the new Board member.
- e. The Board Clerk or designee shall tabulate the votes and read the results.
- f. The signed paper ballots shall be available for public inspection.
- g. The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated at the Board meeting.

If, at the conclusion of 60 days, a replacement has not been appointed to the Board the following procedures will be followed at the next meeting of the Board.

- a. Candidates that exist from the previous attempt to fill this vacancy will be invited to attend the next meeting of the Board to participate in this process. Any existing candidates from the previous attempt that attend shall be interviewed again by the Board.
- b. Following the process above, a new board member will be selected. If there is a tie between two or more candidates, a second paper ballot vote will be taken. If there is still a tie, each name from the candidates included in the tie will be written on a piece of paper and placed in a container. The Board clerk or designee will draw out the number of pieces of paper to match the number of Board vacancies. The individuals named on the pieces of paper will be appointed to the Board.
- c. If no candidates exist from the previous public notice, another public notice will be distributed to acquire candidates for the vacancy.
- d. If the number of candidates that attend the next meeting of the Board matches the number of Board vacancies, the candidate(s) will be appointed to the vacancy or vacancies.

LEGAL REF.: 17.03 - Wisconsin Statutes
 17.26 - Wisconsin Statutes
 19.01 - Wisconsin Statutes
 120.06(4) - Wisconsin Statutes
 120.12(28) - Wisconsin Statutes
 120.42(2) & (3) - Wisconsin Statutes

CROSS REF.: 161 - Board Member Authority and Responsibilities
 165 - Code of Ethics/Conflict of Interest

APPROVED: January 13, 1981
May 12, 1982
February 12, 1985
May 22, 1990
November 20, 2006
December 15, 2008
May 19, 2014
April 25, 2016
April 27, 2020
March 25, 2024
NOVEMBER 17, 2025