

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 with the district's official newspaper(s).
- 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 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.
- b. If no candidates exist from the previous public notice, another public notice will be distributed to acquire candidates for the vacancy.
- c. 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.
- d. If the number of candidates that attend the next meeting of the Board exceeds the number of Board vacancies, each candidate's name will be written on a piece of paper and placed into a container. The Board clerk 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.

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

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

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