

State Statutes define how and when Board of Education vacancies occur and how long the appointed candidate(s) may serve in the appointed position.

To fill a Board of Education vacancy:

1. The Board of Education's desire to fill the vacancy by taking applications will be publicized in the normal posting places and through the use of those print media usually used for meeting announcements.
2. Interested individuals will be required to complete an application for the vacancy and submit it by the deadline. If only one or no applications are received by the deadline, the deadline may be extended by a majority vote of the Board of Education, but within 60 days of the seat becoming vacant.
3. If six or more people apply, the Board of Education may elect to narrow the field by ranking applicants based upon their written applications.
4. After the deadline, the Board of Education will meet to interview applicants. All applicants will be notified of their interview time and given equal opportunity to make statements on their behalf and answer Board of Education questions. Each applicant will be given one appointment to appear. If an applicant cannot appear at the designated time, a second appointment can be offered at the Board of Education's discretion. Candidate interviews and board deliberation generally must occur in Open Session of the meeting.
5. Voting on the candidate(s) shall be done in an open meeting, by signed ballot vote. The vote of each Board of Education member must be recorded in the minutes in keeping with state law. The candidate receiving the majority vote of those members present will be deemed the successful candidate.
6. In the event of a tie, after three (3) written ballot votes, the selection process will be tabled until the next meeting, but within 60 days of the seat becoming vacant. If unable to decide, the Board of Education will determine a process to resolve the tie. This may include the elimination of the candidates receiving the tie votes, or the decision to seek more candidates, etc.
7. The appointee will receive confirmation in writing and unsuccessful applicants will also be notified of the Board of Education's decision by the Board of Education Clerk or Board appointed designee.
8. The appointee shall execute the oath of office and be seated on the Board of Education at the next regularly scheduled Board of Education meeting. The Board of Education President will assign the appointee to standing committees and other delegated responsibilities as necessary.
9. If no one has expressed a willingness to serve as an appointee, after 60 days of the seat being vacant, the Board of Education may select an appointee unless the vacancy is occurring on a date reasonably close to the date on which a successor who is duly-elected at the Spring Election will be taking office.

Legal References: Wisconsin Statutes 19.88(1)
17.03
17.01(13)
17.13(3)
17.16
17.26 (3)

Approved: 4/23/07

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