

Policy #: 133

SCHOOL DISTRICT OF WEBSTER

Date Adopted: January 18, 2021

Date Revised: May 15, 2023

Policy Title: Filling Board Vacancies

Under state law, vacancies on the school board are filled “by appointment of the remaining members” at properly-noticed school board meetings.

The vacancy shall be filled by the Board using the following procedure:

- a. Appointment by the Board to fill a vacancy shall be by the majority vote of the existing Board. All votes shall be recorded, preserved, and open to public inspection to the extent prescribed in Wis. Stat. Chapter 19. Secret ballots may only be used when Board members are electing officers.
- b. The Board shall seek qualified and interested candidates from the community through the news media, word of mouth, and contacts with appropriate organizations.
- c. All applicants are to submit a notice of their interest, in writing, and fill out the School Board Application Questionnaire to the District Office.
- d. At the board's discretion, an interview may be part of this process to gain more information about the candidate. If the board chooses to interview candidates, this may take place in a special board meeting or during a regularly scheduled board meeting.
- e. Each of the remaining Board members will be permitted to vote for one of the individuals who is under active consideration for an appointment using signed written ballots or by verbal vote. If one person receives the majority of votes, he/she is thereby appointed to fill the vacancy. If no candidate receives a majority of the votes, the results of the voting will continue until one candidate receives a majority of the votes cast or until ten (10) rounds of voting have been completed. Additional discussion shall be permitted in connection with each round of voting.
- f. If no appointment has been made after ten (10) rounds of voting, and unless a majority of the Board agrees to continue with additional rounds of voting at that meeting, the matter of the appointment to fill the vacancy shall be deemed postponed. The Board will determine the date of the meeting at which the matter will next be considered, taking any such additional steps (such as seeking additional potential appointees or scheduling further interviews) as the Board determines may be beneficial to the process. Up to five (5) rounds of voting will occur at that subsequent meeting.
- g. The Board may continue to seek additional information and schedule subsequent meetings where up to five (5) rounds of voting occur at each meeting until one candidate receives a majority vote.
- h. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by an ad-hoc committee of the board.

The appointee shall hold office until a successor is elected and takes office under Wis. Stats., 120.06(4).

Upon successfully selecting an individual to fill the vacancy:

1. The person selected for appointment to the Board will be publicly announced at the Board meeting.

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2. The Board Clerk or appointee shall notify the person, in writing or verbally, of his/her selection as the appointee. Under state law, this notification shall occur within eight (8) days of the Board's decision, and the person selected to fill the vacancy will be considered to have accepted the appointment unless within five (5) days after such notification he/she files a written refusal to serve with the Board.
3. The Board shall establish the date on which the appointee will take office. The appointee shall not take office until he/she timely takes the official oath.
4. Upon taking and filing the oath, the individual will file a Campaign Registration Statement to the extent required by law.

The Superintendent and Board President shall ensure that each person who is appointed to fill a vacancy is provided with a basic orientation to the duties and responsibilities of serving as a Board member. State law determines the length of time that a Board member serves as an appointee following a vacancy.

The Superintendent and Board President will ensure that all applicants who were not selected receive a courtesy notification of the final selection and an expression of the Board's appreciation of their willingness to consider service on the Board.

Legal References:

Wisconsin Statutes:

Section 11.0202(1) [individuals holding a local office shall file a campaign registration statement]

Section 17.01(13) [board member resignations; how made]

Section 17.03 [cause of vacancies]

Section 17.035 [military leave vacancies]

Section 17.17(5) [clerk to provide notice of vacancies to school board]

Section 17.26 [filling school board vacancies]

Section 19.01 [oath of office]

Section 59.23(2)(s) [reporting board member information to county clerks]

Section 120.05(1)(d) [board member residency]

Section 120.06(10) [clerk to provide notice of appointment]

Section 120.12(28) [school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]

Section 120.17(1) [clerk to provide municipalities with names and addresses of new board members]

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School Board Application Questionnaire

Name _____

Address _____

Telephone _____

Please answer the following questions using the space available.

1. How long have you lived in the Webster School District?
2. Are any members of your immediate family employed by the Webster School District?
3. Why do you wish to be a school board member?
4. Summarize your involvement in public service activities.
5. What issues do you believe are a priority for the Board of Education at this time?
6. What do you see as the strengths within the Webster School District?
7. What would you like to see changed within the Webster School District?