

133 FILLING BOARD VACANCIES

The appropriate Board officer (normally the Board clerk) as specified in section 17.01 (13)(b) of the statutes (for resignations) or in section 17.17(5) (for other vacancies), or a designee acting on behalf of such officer, shall promptly notify the full Board of any resignation or other vacancy that arises on the School Board.

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the guidelines and procedures established in this policy. Any appointee to the School Board must be a qualified elector of the District and otherwise eligible to hold the office.

APPOINTMENT GUIDELINES AND PROCEDURES

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 attempt to fill the vacancy during this 60-day period shall substantially comply with the following guidelines and procedures, supplemented by any additional procedural decision that the Board may make:

1. The District Administrator, or designee, shall give notice of the vacancy to the public by, at a minimum, posting information on the District's website. The notice shall include relevant information about expressing interest in serving as an appointee, including identifying any deadline for submitting letters of application. The deadline shall be at least 14 days after the date that the notice is first placed on the District website.
2. Any qualified elector of the District who is interested in filling the vacancy shall submit the following materials to the office of the District Administrator:
 - a. A letter of application that includes the applicant's name, the applicant's residential address, email address, and a statement of the individual's qualifications and his or her reason(s) for seeking the appointment.
 - b. On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a signed declaration of eligibility to hold the vacant Board seat.
3. Applicants who have submitted the required material by the applicable deadline(s) are assured consideration. If no letters of application are received by the deadline, the Board President may direct the District Administrator to re-post the vacancy notice on the District website, with the deadline for letters of interest being extended by up to an additional 14 days. The president or the president's designee shall ensure that all Board members are informed of any such extension(s). Step 4 and step 5 apply only if at least one potential appointee has been identified.
4. At a Board meeting that is held after the deadline for submitting letters of application, each potential appointee who submitted the required materials on a

timely basis shall have an opportunity to make a brief statement, no longer than 5 minutes in length, in support of their possible appointment. The Board may ask questions of one or more of the potential appointees. Board members shall review the candidates' qualifications in the open session unless there are exceptional reasons to consider the candidate(s) in a closed session. The Board may consider the candidate(s) 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(s).

5. Following any debate or deliberation among the Board members regarding the applicants, a standard majority of the total votes cast is required to make an appointment to fill a Board vacancy at this stage.
 - a. Unless an appointment is made by unanimous consent or unless the Board expressly directs the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. Any completed ballots shall be retained as District records.
 - b. Any write-in vote or vote for "none of the above" on a ballot shall be counted as a vote cast. However, if a Board member announces that they are abstaining from participation in the decision, then no ballot shall be issued to the Board member, the abstention will be recorded in the minutes, and the abstention shall not be counted as a vote cast.
 - c. If needed, multiple rounds of voting will occur. If any Board member objects to conducting more than 3 rounds of voting at any single meeting, he or she may demand that the question of continuing with voting be put to a Board vote.

If, for any reason the vacancy is still unfilled 120 days following the date on which the vacancy first exists, then the procedures above shall be repeated at regular monthly meetings until either (1) the vacancy is filled, or (2) there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

6. The person appointed will execute the oath of office and become a member of the School Board.

LEGAL REFERENCE: Wisconsin Statutes, Section 17.26 (Vacancies in School District Boards and Boards of Education; How filled) 19.85 (Exemptions (to Open Meetings of Governmental Bodies))

APPROVED: November 11, 2002

REVIEWED: March 9, 2015, December 21, 2020

REVISED: March 11, 2024

Williams Bay School District
Williams Bay, Wisconsin