When a Board vacancy occurs for any reason, the Board Clerk or a designee shall directly notify all remaining Board members of the vacancy. If the Clerk is unavailable or if the vacancy is in the Board seat held by the person serving as Clerk, the Treasurer shall ensure that such notice is provided.

School Board vacancies shall be filled by appointment by the remaining members of the Board.

When an actual vacancy arises or is imminent, the Board will meet and either (1) establish unique procedures and timelines that the Board intends to use to fill the specific vacancy; or (2) take action, for the vacancy in question, to expressly direct the implementation of any vacancy-filling procedures and timelines that the Board has previously established in the form of a written rule accompanying this policy.

The Board’s consideration of potential appointees for a vacancy shall occur at one or more properly noticed Board meetings. Such meetings shall be open to the public unless there are exceptional reasons for the Board to temporarily convene in closed session to consider specific information that would have a significant adverse upon a candidate’s reputation. A majority vote of the remaining members of the Board shall be required for all appointments to fill a vacancy. Pursuant to state law, voting to fill a vacancy shall be conducted in open session, and no secret ballots may be used.

The candidate appointed to fill a vacancy shall, upon acceptance and taking and filing the oath of office, be seated on the Board. The District Administrator 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.

Legal References:

Wisconsin Statutes

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 120.05(1)(d) [board member residency]
Section 120.06(10) [clerk to provide notice of appointment]

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