

POLICY 8330  
FILLING SCHOOLBOARD VACANCIES

Vacancies on the School Board, including resignations and retirements, shall be filled following the procedure outlined below in accordance with state law

Candidates for a vacancy on the School Board shall be appointed at an open meeting. A majority vote shall be required for all appointments to the School Board

The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated on the School Board.

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- b. Round Two: School Board members will ask a follow up question, if desired, of the remaining candidates. Candidates will have two minutes to respond to that question. School Board members must ask the same question of all remaining candidates. As with the original interviews candidates will be asked to remain in an adjacent room until their turn to be interviewed during the second round. After all candidates have had an opportunity to answer the second round of questions, School Board members will be asked to rank the remaining candidates in order of preference assigning the highest number to their most preferred candidate and the lowest number (1) to their least preferred candidate. The Superintendent or his/her designee will then add up the accumulated points and report them to the Board in writing. The School Board may then recess for a short time.
4. Appointment
- a. Following the interview process, motions will be in order for filling the School Board vacancy. School Board members should accentuate the positive supporting a "motion to appoint" and should refrain from proselytizing.
  - b. Tied votes equal a failed motion and, according to School Board policy, a failed motion cannot be reintroduced during the same business meeting.
  - c. School Board members who do not follow the above rules may have their ballots disqualified by the presiding officer, but will be allowed to vote on any motion.

The Board vacancy will be filled at a regular or special Board meeting within sixty (60) days following the effective date of the vacancy.

If the remaining members of the Board of Education do not appoint an individual to fill a vacancy within sixty (60) days of the date on which the vacancy first exists, three board members shall be selected at random to appoint an individual from the full list of Board candidates. Selection of the three board members will be determined by the School Board secretary drawing the board members' names randomly from a container.

LEGAL REF.: Wisconsin Statutes  
Sections 17.26 [Vacancies in school boards, how filled]  
120.17(238) [School board vacancies]

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993 (Policy 9111)

REVISED: October 28, 1997  
July 10, 2001  
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June 28, 2016