

SERIES 100 – BOARD OPERATIONS

School Board Legal Status – 130

Filling Vacancies on the Board of Education (133)

There are times when vacancies on the Board of Education occur. The remaining Board members are faced with the task of filling the vacancy. In the case where there is a vacant seat on the Board of Education, the following process will take place:

- 1) The vacancy will be announced in the local newspaper and posted in the communities of Norwalk, Ontario, and Wilton. The posting of the vacancy will include the position that is open, the deadline for acceptance of applications, and how interested people should apply.
- 2) The Board, at the next regularly scheduled meeting or special meeting after the application deadline, will review the applications, and, in open session, vote for filling the vacancies by a signed ballot vote. The vote of each board member will be recorded in the minutes. The candidate receiving the most votes will be appointed to the Board of Education. The successful candidate and unsuccessful candidates will be notified in writing immediately following the meeting.
- 3) Board members will consider what candidate will serve in the best interest of education when voting for the appointee in filling the vacancy.
- 4) The appointee may execute the oath of office and be seated on the board no later than the next regularly scheduled meeting of the Board of Education.
- 5) The appointee will hold office until the next regularly scheduled spring election if:
 - A) The person who vacated the position was in the last year of his or her term.
 - B) The vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a Board Member who is not in his or her last term.
- 6) If the vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a Board Member who is not in his or her last term, the appointee will hold office until the 2nd following spring election.

Legal Reference: Wisconsin State Statutes 17.03, 17.26, 19.01

Approved: 10/16/06

