

## DE SOTO AREA SCHOOL DISTRICT

131

### SCHOOL BOARD VACANCIES

If any De Soto Area School District Board member resigns or otherwise vacates his/her position before the expiration of his/her term, the remaining Board will fill the position by appointment.

Positions on the Board of Education shall become vacant upon the death, resignation, or removal of an incumbent from office. Other reasons include absence of an incumbent from the District for a period exceeding 60 days, conviction and sentencing of an incumbent by a court for treason or felony, or the occurrence of any other event as outlined by state law.

Should a vacancy occur at any time, the Board shall be obligated to fill that vacancy within a reasonable amount of time, in a manner prescribed by the Wisconsin open meeting law. The Board shall use the following guidelines to fill the vacancy.

The President shall:

1. Announce publicly by a first-class notice that written applications will be accepted for the position and specify a deadline by which applications must be submitted;
2. Set a date or dates for a special meeting(s) for the purpose of interviewing applicants;
3. Establish a format for an interview process, subject to ratification by the Board; and
4. Inform applicants concerning the format to be used for the interviews.

The format shall include:

1. A determination by lot for the order in which interviews shall be held;
2. A time limit for each interview;
3. The questions which shall be asked in common of all applicants; and
4. The statement that Board members may ask further questions of applicants;

The President shall further inform applicants that:

1. Interviews will take place at a public meeting called for that purpose;
2. Interviews will be audio taped and/or video taped;
3. Applicants will be requested as a courtesy to not be present while other applicants are being interviewed; and
4. Applicants may be ranked by the Board in such manner as deemed appropriate, such rankings to be public documents.

The election to fill the vacancy shall take place at a special meeting or the Board's next regular meeting. Top-ranked applicants may be considered nominated. Board members may nominate

other applicants. Board members shall elect one applicant by signed ballots. Balloting shall continue until a majority decision has been reached. The applicant elected shall be sworn into office by the Board Clerk as soon as possible after election by the Board.

LEGAL REF:           Sections 17.03    Wisconsin Statutes  
                          17.26  
                          19.01  
                          120.05(1)(d)  
                          120.06(4), (12)

APPROVED: December 11, 2006

---

## FILLING BOARD VACANCIES

In the event a vacancy on the Board occurs mid-term, the following procedures will be used to fill the vacant position:

- The vacancy will be filled as prescribed in the Wisconsin Statutes.
- Following proper timelines, the vacancy will be posted in the Broadcaster and the district newsletter.
- Applications will be collected for a reasonable time.
- If there is only one applicant, the Board will interview the candidate, and if the candidate qualifies under Wisconsin law, appoint the candidate.
- If more than one candidate expresses an interest in the vacancy each candidate will be sent a questionnaire to complete. This questionnaire may be used as a screening tool to reduce the candidates to a manageable level. The Board as a whole may interview all candidates or interview only a select number based on questionnaire results.
- The questionnaire will include questions about:
  - \* candidates interest in children
  - \* candidates willingness of the necessary time & work
  - \* candidates interest in public education
  - \* candidates expertise in areas important to Board duties
  - \* questions may be developed to obtain additional information as needed from the candidates  
(all questions will be asked of all the candidates)
- Interviews will be conducted by the entire Board
- A candidate will be selected and presented for appointment following the interviews.
- The Board will by vote, approve the recommended candidate.

APPROVED: December 13, 2004 ADMINISTRATOR: \_\_\_\_\_