

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 133
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### Filling Board Vacancies

If a vacancy occurs, appointments to fill a vacancy shall be determined by the remaining members of the entire Board of Education in conformance with relevant State Statutes. The procedure for filling the vacancy shall be as follows:

1. **ADVERTISEMENT OF VACANCY:** The vacancy will be advertised in at least two (2) editions of the official newspaper. A request for written applications or statements of interest in being a member of the Board of Education shall be sent to the Clerk of the Board of Education by the time of deadline as stated in the advertisement.
2. **INTERVIEW PROCESS:** Board of Education members will review all of the applications or statements of interest. After the deadline specified in the advertised notice of vacancy, the Board will meet to interview each of the applicants who in the estimation of the Board would be best qualified to fill the vacancy.
3. **SELECTION TO BOARD OF EDUCATION:** From the list of applicants interviewed, the Board of Education will choose one who in its estimation based on the interview results and supporting information shall best carry out the duties of member of the Board of Education. When the vacancy is caused by resignation, the resigning Board member shall not officially participate in the selection of his/her successor.

In the event the remaining Board of Education members cannot choose a candidate (tied vote), the appointee will be chosen by the following process:

1. The Board members will discuss the candidates (including a compromise candidate) and cast a vote.
  2. If no candidate is selected (tied vote) the appointee shall be chosen by lots from the two finalists.
4. **ASSUMPTION OF DUTIES:** The person chosen to fulfill the unexpired term shall assume his/her duties immediately after filing the official oath of office (17.28) Stats.
  5. **TERM OF OFFICE:** Each appointee to the Board of Education shall hold office until a successor is elected according to one of the following procedures whichever applies (17.26 (1)) Stats.
    - a. When a vacancy occurs in the office of a Board of Education member who is in the last year of his/her term, or when a 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 the last year of his/her term, the successor shall be elected at the next spring election.

- b. When a 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 the last year of his/her term, the successor shall be elected at the second following spring election.
- c. An election to fill an unexpired term shall be held in the same manner as a regular school board election is held and shall be held simultaneously with the elections for regular terms. The regular terms shall be filled by the appropriate number of candidates receiving the highest number of votes and the unexpired terms shall be filled by the appropriate number of candidates receiving the next highest number of votes (120.06 (12)) Stats.

6. **TEMPORARY VACANCY FOR MILITARY SERVICE:** In the case of a temporary vacancy as created through military service the vacancy shall be filled as other vacancies are filled, except that no election need be held to fill any part of a temporary vacancy. The term of the person appointed temporarily shall not extend beyond the expiration of the term of the officer or employee who entered federal service. In the event the original officer or employee completes the federal service and returns to the district or municipality during his or her original term of office, the officer or employee may file with the clerk of the district or municipality within 40 days of completing the federal service, a statement under oath that the federal service has terminated and that the officer or employee elects to resume the office or position. Upon filing the statement the term of the temporary officer or employee shall cease, and the returning officer or employee shall be entitled to resume the duties of the office.

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