

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>133 – Filling Board Vacancies</b>
	<b>Board Operations</b>

**133 – Filling Board Vacancies**

In the event a vacancy occurs on the Board of Education, the Board will observe the following procedures:

- A. Notice of the vacancy and an invitation for qualified electors to apply for the vacancy shall be published in the District's approved news publication by the superintendent's office. Notice shall be posted at least ten calendar days prior to the established deadline.
- B. In the event no applications are received, board members may solicit potential candidates.
- C. Qualified electors interested in applying shall submit a letter of interest not to exceed two pages and a resume to the superintendent's office by the established deadline.
- D. If four or less citizens indicate an interest in the position, all will be interviewed by the Board. If five or more citizens indicate an interest in the position, the Board will reduce this to four in the following manner:

After reviewing the letters of interest and resumes the Board in an open meeting shall select four persons to be interviewed. Each board member shall vote for four persons with those receiving the most votes selected. In the event of a tie the Board shall vote separately on those persons. If the tie is not broken then both or all of these persons shall be interviewed.

- E. The Board shall prepare interview questions, which will be provided in advance of the interview to the applicants.
- F. (1.) The Board will interview the remaining applicants in an open meeting. In the event that information may arise that may unduly damage a candidate's reputation, the Board may convene in closed session to only discuss this information.  
  
(2.) The Board will discuss, in open session, candidate qualifications and vote to select the person to fill the vacancy. Any vote resulting in a tie, will undergo no more than two additional votes. In the event the tie is not broken, the President shall abstain from the vote.
- G. A member is appointed to serve until the vacancy can be filled through election according to Wisconsin Statutes.

**LEGAL REF.: Wisconsin Open Meeting Laws, s. 1985, Sections 17.035, 17.27(6), 17.26, 19.01 and 120.06(4) of the Wisconsin Statutes.**

**CROSS REF.: 130, School Board Legal Status; 110, Board Governance Commitment; 150, Board Governance Process; 162, Board Member Candidate/New Board Member Orientation; 165, Board Members' Code of Conduct; and, 165.1, Board Member Conflict of Interest.**