

## UNEXPIRED TERM FULFILLMENT

As provided by Wisconsin statutes, board members may resign or be recalled resulting in a vacancy on the board.

When a vacancy exists, the remaining members of the Board shall appoint a replacement as outlined below within 60 days of the date on which the vacancy exists.

1. If replacing a board member representing an area in the district, the appointee must be a resident of that area.
2. The procedure used to fill a board vacancy will be as follows:
  - a. A public notice of the vacancy shall be filed with the district's official newspaper.
  - b. Candidates shall file a letter of intent in the district office by the deadline specified in the notice and complete a perspective candidate questionnaire.
  - c. Perspective candidates shall be interviewed by the board at a regular or special board meeting.
  - d. Upon completion of the interviews the board president shall call for discussion of the candidates and their qualifications.
  - e. Following discussion board members shall use signed paper ballots to select the new board member. If no prospective candidate receives a simple majority vote of the board members present, a process of elimination shall be used.
    - (1) The candidate receiving the least number of votes shall be eliminated.
    - (2) This process shall be repeated until such time as only two candidates remain. A tie vote shall eliminate both candidates unless doing so leaves only one candidate.
    - (3) When two candidates remain, the candidate receiving a simple majority of the members present will be declared the winner.
    - (4) If after two votes a simple majority cannot be obtained the election will be tabled until the next scheduled board meeting, at which time, another vote will be taken on the final candidates.
    - (5) If a simple majority is not reached at this meeting the Board may choose a replacement using a coin flip or table the selection process.

- f. The Board Clerk shall tabulate the ballots. The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated at the board meeting.

Legal Reference: Wis Stat 17.26  
17.26 (as amended, 2015)

Policy Adopted:

Revised: December 21, 2015