

Lancaster Community School District

Board of Education

PROCEDURES FOR FILLING BOARD VACANCIES

The following procedures are set forth for filling Board vacancies:

1. After accepting a resignation, the vacancy shall be advertised for at least two publications in the designated School District newspaper
2. The Board shall set a specific deadline time and date for application, and this deadline shall be posted in the advertisement. The advertisement shall specify area and the representative needed and shall read as follows:

A School Board Member shall be appointed by the Board to represent School Board Area No. _____, which consists of

Which are now or shall hereafter become a part of said Lancaster Community Schools District, Grant County, Wisconsin. The appointee shall serve until the spring election _____ when electors choose a replacement.

3. Interested individuals shall be required to write a letter of application for the vacancy and submit it by the deadline.
4. The deadline may be extended by majority vote of the Board if fewer than two applications are received.
5. After the deadline, a special Board meeting may be held to interview applicants. The Board may select candidates to be interviewed, but if a selected candidate cannot appear at the designated time, a second appointment may be offered at the Board's discretion. However, if the Board elects to interview, an effort shall be made to interview all selected candidates.
6. The person appointed shall serve the term of office as specified by state law.
 - a. When a vacancy occurs in the office of a Board member who is in the last year of his or 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 or 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.

7. The Board shall select an appointee by majority vote as soon as possible, and said appointee shall execute the oath of office and be seated at the next scheduled Board meeting.

APPROVED: January 8, 1986

REVISED: May 9, 1990
October 16, 2002
February 13, 2014