

## Board of Education Meeting

Monday, February 8, 2021, 6:00 PM

### School Board Vacancy: Process to Fill Vacancy

- Board Policy 133, Filling Board Vacancies – governs this process.
- Board Policy Rule 133, Section V - Unfilled Appointment – After 60 Days

#### Overview:

1. The entire Board Member Appointment process will be held in open session unless a closed session is required due to unforeseen circumstances.
2. This appointment is intended to fill the remaining unexpired term of the vacant seat from **February 2021 to April 25, 2021.**
3. Timeline:
  - a. **February 4, 2021** – Declarations of interest must be received in the Office of the Superintendent no later than 4:00 PM.
  - b. **February 8, 2021 – Regular Board of Education Meeting – 6:00 PM** – Appointment of qualified elector to fill the vacancy on the school board through term expiration.
  - c. **On or before February 22, 2021** – Board appointee will take and file the official oath, at which time he/she will officially take office as a school board member.

#### Process:

1. **February 8, 2021, Board of Education Meeting, 6:00 PM-**
  - a. All applicants will be invited to virtually attend the meeting.
  - b. Applicants will be given three (3) minutes to make a statement in support of their nomination and possible appointment to the board prior to the nomination process. Order of statements will be determined by random selection.
  - c. Following the applicant introductory statements, the Board President will open the floor to nominations.
    - i. Nominations must be supported by at least **two** board members, with each nomination requiring a second for the candidate to be considered.
    - ii. Each board member may nominate or express his/her support (second) for the nomination of **only one elector.**
    - iii. A board member is not required to nominate/second any elector. (E.g., if the candidate he/she supports has already been nominated and received a second, he/she is not obligated to nominate or second any other candidate.)
  - d. Once the qualifying nominees have been identified, the Board President will open the floor for discussion among board members.
    - i. There is no provision in Section V to allow for the board to ask questions of the candidates. Board members will be asked to cast their vote based on information provided in the application and opening statement only. However, the presiding officer may permit a board member to ask a clarifying question to ensure an accurate understanding of a candidate's application and/or opening statement.

## 2. **Voting-**

- a. If there is only one qualified nominee, voting will be done via a roll call vote of the Board.
- b. If there are two or more (maximum of three) qualified nominees, Board members will be provided a Google form to be used as the official ballot where they will cast their vote for **one candidate** for appointment. Board members will write the name of their selected candidate in the space provided. Email addresses will be collected with the forms and will serve as the submitting board member's signature. The ballots will be read (including the name of the Board member that completed the ballot) with the vote tally posted on the shared screen.
- c. A majority vote of the Board (4 Board members) will determine the appointed replacement Board member.
- d. If there is not a majority, the Board President will again allow time for discussion among board members before the next round of voting.
- e. This process will be repeated until either:
  - i. A candidate is declared the appointee by a majority (4 Board members) vote of the Board; or
  - ii. No candidate has received a majority vote of the Board after five (5) rounds of voting.
- f. In the event that the Board is unable to select an appointee by majority vote after five (5) rounds of voting, the Board President shall declare a deadlock and the deadlock shall be broken by the random selection of a qualifying nominee.

## 3. **Selected Appointee-**

- a. The term of office shall begin when the appointee takes and files the official Oath of Office, which must occur **on or before February 22, 2021**.
- b. If the appointee neglects or refuses to take and file the Official Oath on or before such date and has not filed a written refusal to serve, such neglect or refusal gives rise to a new vacancy in the office.

**For questions regarding the School Board Vacancy and/or Appointment Process, please contact:**

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