

NOTICE OF SCHOOL BOARD VACANCY

BBE-Exhibit 1

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The School District of Florence County

NOTICE OF SCHOOL BOARD VACANCY AND APPOINTMENT PROCESS

NOTICE IS HEREBY GIVEN to the electors of the School District of Florence County that there is a current vacancy on the School Board in the office *formerly held by [name of prior incumbent]. The School Board intends to attempt to appoint a qualified elector of the District to fill the vacancy under a term of office that shall expire on [insert the appropriate date].*

Any eligible person who desires to be considered for appointment to this public office must file the following materials at the Office of the District Administrator, which is located at:

Florence High School, 440 Olive Avenue, Florence, WI

1. A letter of interest that identifies the potential appointee's name, residential address, and telephone number, and that also addresses the individual's qualifications and the reasons he/she is interested in serving on the School Board.
2. A sworn Declaration of Eligibility to Hold Office on the vacant board seat. The relevant form is available upon request from the Office of the District Administrator. The Declaration must be sworn to before a notary or another official who is authorized to administer oaths.

To ensure consideration, the letter of interest must be **received in the Office of the District Administrator prior to 4:00 p.m. on [insert the appropriate date]**, and the sworn Declaration of Eligibility must be completed and filed in the office on or before the date of the Board meeting at which the Board considers the potential appointees. The letter and sworn Declaration may be hand delivered to the filing office or sent by U.S. Mail. It is the sole responsibility of the individual who is submitting the materials to verify that the District has received the materials on a timely basis.

Inquiries regarding this Notice may be directed to [insert District Administrator's name and title] by telephone at (715) 528-1183 or by email at [insert email address].

Date of Notice: [DD/MM/YYYY]

Adoption Date: January 11, 2016