**WALWORTH POLICY 133**

**ADMINISTRATIVE REGULATIONS**

**PROCEDURES FOR FILLING BOARD VACANCIES**

Vacancies on the Board of Education shall be filled in accordance with the following procedures:

1. The vacancy shall be announced in the local newspaper of record for a minimum of two weeks prior to the deadline for applications. The notice shall identify:

 a. the position that is open;

 b. the deadline for acceptance of applications, including a specific date and time;

 c. how interested individuals are to apply.

2. Interested individuals will be required to write a letter of application for the vacancy and submit it by the established deadline. If only one or no applications are received by the deadline, the deadline may be extended by a majority vote of the Board of Education.

3. The Board of Education shall review and interview the applicants.

4. Voting on the candidate(s) shall be done in an open meeting, by signed ballot vote. The vote of each board member must be recorded in the minutes in keeping with state law. The candidate receiving the majority vote of those members present will be deemed the successful candidate.

5. The appointee will receive confirmation from the Board of Education in writing and unsuccessful applicants will also be notified in writing of the Board’s decision.

6. The appointee may execute the Oath of Office and be seated on the Board of Education immediately or no later than the next regularly scheduled Board of Education meeting. The Board of Education President will assign the appointee to standing committees and other delegated responsibilities as necessary.

**7.** If no candidate is selected by a majority of the board within 60 days of the date on which the vacancy first existed, the School Board President must select a candidate to fulfill the vacancy.

Walworth Joint School District #1 does not discriminate in admissions to any school, class, program, or activity on the basis of sex, gender identification, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**ADOPTED:** October 21, 1991

**REVISED:** June 23, 1997; June 27, 2016