

SAMPLE NOTICE OF SCHOOL BOARD VACANCY (OPTIONAL FORMAT)

133-Exhibit 1

Waunakee Community School District

Page 1 of 1

WAUNAKEE COMMUNITY SCHOOL DISTRICT NOTICE OF SCHOOL BOARD VACANCY AND APPOINTMENT PROCESS

NOTICE IS HEREBY GIVEN to the electors of the Waunakee Community School District that there is a current vacancy on the Board of Education in the office formerly held by [insert name of prior incumbent]. The 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].

In order to be eligible to serve as an appointee in the vacant seat, the individual must also be a resident of the District's territory within [insert a description of the relevant geographic area(s) as established by the district's plan of apportionment].

Any eligible person who desires to be considered for appointment to this public office must file the following materials at the Office of the Superintendent, which is located at 905 Bethel Circle, Waunakee, Wisconsin.

1. A letter of interest that identifies the potential appointee's name, residential address, and personal telephone number, and that also addresses the individual's qualifications and the reasons he/she is interested in serving on the Board of Education.
2. A sworn Declaration of Eligibility to hold the vacant board seat. The relevant form is available upon request from the Office of the Superintendent. 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 Superintendent 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 Superintendent's name and title] by telephone at [insert telephone number] or by email at [insert email address].

Date of Notice: [DD/MM/YYYY]

Adoption/Revision Dates:
May 2020

Reference: WASB PRG 133 Sample Exhibit 1