

## NOTICE OF BOARD OF EDUCATION VACANCY

## RICE LAKE AREA SCHOOL DISTRICT

## NOTICE OF BOARD OF EDUCATION VACANCY AND APPOINTMENT PROCESS

NOTICE IS HEREBY GIVEN to the electors of the Rice Lake Area 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 of Education 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 30 Phipps Avenue, Rice Lake, WI 54868.

1. A letter of application that identifies the potential appointee's name, residential address, and telephone number, and that also addresses the individual's qualifications and the reasons they are 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 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 application 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 of Education meeting at which the Board of Education 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 the office of the District Administrator by telephone at (715) 234-9007 or by email at drostr@ricelake.k12.wi.us.

Date of Notice: [DD/MM/YYYY]

Adopted: 02/14/22  
Revised: