

**Lake Country School District Policy Statement
Series 100 - Board Operations**

School Board Elections

**Policy #: 131
(Previously 200.06)**

The Lake Country School Board shall operate as a five member board. The term of a School Board member is three years.

The District Clerk is responsible for overseeing the legality and orderliness of school board elections. The Clerk shall follow all procedures as provided by law.

These deadlines shall be followed:

1. Deadline for publishing School District election notice. The Clerk shall publish notice stating the time, place and manner of filing declarations of candidacy no later than the 1st Tuesday of December.
2. Deadline for filing declarations of candidacy. Declarations must be filed with the Clerk no later than 5 p.m. of the 1st Tuesday in January. Declarations shall be filed at the District Administrator's office at the Lake Country School District Office during regular office hours. Declarations of candidacy must be verified by the Clerk no later than 5 p.m. on the 2nd Tuesday in January.
3. Determining if a primary election is necessary. The Board, at a regular or special meeting shall determine if a primary election is necessary after the deadline for filing declarations of candidacy but no later than 5 p.m. on the 2nd Tuesday in January. Once filed, a declaration may not be withdrawn.
4. Notice of School Board primary. A Class I notice of the School Board primary shall be published at least 7 days prior to the primary election. This notice shall include the following:
 - a. Primary election date, location of polling places and hours the polls will be open.
 - b. A sample ballot.
 - c. Voter eligibility.

If there are more than twice as many candidates as there are members to be elected, the Board shall require a primary election.

5. Primary election. The primary election shall be held on the 3rd Tuesday in February. Primary ballots shall be counted by election officials. The Clerk shall receive all ballots after they have been counted, reported and secured. At 8 p.m. on the day following the completion of the canvass of the primary election, if held, the Clerk shall supervise the drawing of lots to determine the order in which the names of candidates are to be printed on the ballot.
6. Notice of School Board elections. A Class I notice of the election shall be published at least 7 days prior to the spring election. This notice shall be similar to the primary election notice.

7. Spring election. The spring election shall be held on the 1st Tuesday in April. Votes shall be counted by election officials.
8. Notification of persons elected. The clerk shall notify persons elected within 8 days after the election. Prior to taking office, a School Board member shall take and file the official oath.
9. School Board members take office. Newly elected Board members shall take office on the 4th Monday in April at a regular or special Board meeting.

The School District shall bear all costs for School Board elections. Ballots shall be provided by the district.

Voters shall be registered according to the registration requirements of their respective municipalities within the School District.

The primary and spring elections for School Board members shall be conducted by the election officials for state and municipal elections. In a School Board election held in conjunction with a State, municipal or judicial election, the polling places for the State, municipal or judicial election shall be the polling places for the School Board election and the municipal election hours shall apply. If no State, municipal or judicial election is held on the date of the School Board election, the election hours shall be between the hours of 8:00 a.m. and 8:00 p.m. The polling places normally used for State, municipal and judicial elections shall be used.

Reference: Wis. Stat., 120.06 (Election of School Board Members at Spring Election)

Adopted by the School Board September 20, 1993

02/23/18 1st Reading of Revisions

03/12/18 2nd Reading of Revisions

Revised by the School Board March 12, 2018