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| POLICY ID: GEN-006 | | TITLE: Replacement for Village Trustee/Village President position vacancies | |
| <input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION EFFECTIVE DATE: Originally Adopted: 01/13/2015 | | APPROVED BY VILLAGE BOARD:  Village Clerk | DATE: 5/23/17 |
| APPLIES TO: <input checked="" type="checkbox"/> FLSA EXEMPT <input checked="" type="checkbox"/> FLSA NON-EXEMPT <input checked="" type="checkbox"/> REPRESENTED EMPLOYEES <input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES | | <i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i> | |

Purpose – In order for an orderly transition of power, which is consistent over time, when a Village Trustee or the Village President leaves office prior to their term being concluded this policy is hereby adopted.

Procedure –The procedure for replacement of a Village Trustee or Village President when one leaves office prior to their term being concluded shall be as follows:

1. When the Village Clerk receives notification in writing from a current Village Trustee or Village President that they are vacating their position, the Village Clerk shall notify each of the remaining Village Trustees and the Village President of the opening.
2. Village Staff will then publish a media release announcing an opening on the Village Board or in the position of the Village President and request interested parties that are qualified to be elected to a Village Trustee or Village President position complete an application indicating their interest in applying for the open seat and submit that completed to the Village staff. A copy of the application to be used is attached to this policy, and labeled as "Notice of Interest in Filling an Unexpired Village Trustee/Village President Term".
3. Four weeks after the media release has been posted, at the next Village Board meeting, the Village Board will receive all of the submitted applications, review them during open session and then vote to approve to appoint one of the applicants to complete the term of the Village Trustee who has resigned. Applicants must meet the same requirements to be appointed to a position as required to be elected to the position.
4. Approval of the appointment to the Village Board shall require a simple majority vote of those Village Trustees and Village President who are in attendance at the meeting where the issue is considered. For example when there are six trustees remaining, a vote of three of the Trustees will be required to confirm an applicant for the position of Trustee, if only five trustees attend that meeting.
5. When a currently seated Village Trustee is applying to fill the remainder of the term of a Vacant Village President seat, that Trustee will excuse him or herself from the discussions of the Village Board for filling of the vacancy.
6. All Appointments shall be for the remainder of the term of the positions that is vacated no matter when the vacancy occurs.
7. The Village shall not hold a special election for replacement of Trustees unless there is a case where more than one Trustee position, or a combination of one Trustee and the Village President becomes vacant at the same time.
8. Vacancies will be filled within sixty (60) days of the Village Clerk being notified of the vacancy.
9. In the case when a vacancy occurs in a position that will be listed on the ballot less than 30 days from the election the position will be allowed to remain open for the remainder of the term.
10. When the position of the Village President becomes vacant less than 30 days prior to when there is to be an election to fill the position of the of the Village President, the Village Board during a regular meeting will take action to name the Trustee with the most seniority on the Village Board as the Village President Pro-Term and that Trustee will complete the remainder of the vacant Village President's term with all duties accorded to the Village President.
11. When the position of a Village Trustee becomes vacant less than 30 days prior to when there is to be an election to fill the Trustee position in question, the Village will leave that position vacant until that position could be filled via the election results.
12. Anyone appointed to fill a vacant position shall be seated at the regular Village Board meeting immediately following the meeting where they are appointed, and not at the meeting when they are appointed, thus allowing the appointee to familiarize herself or himself with the topics being presented to the Village Board.