

**SERIES 200  
ADMINISTRATION**

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**RECRUITMENT AND APPOINTMENT OF ADMINISTRATORS**

The Board shall fill an administrative position with the most capable person available. The Board shall consider only those candidates who meet state and local qualifications and are able to perform the essential functions of the position.

The Board, as a whole, shall select and appoint an administrator at a legally held regular or special meeting of the Board, in accordance with state law. A majority vote of the full membership of the Board shall be required.

When an administrative position other than the position of Superintendent is vacant, the Superintendent shall inform the Board of the vacancy. The Board shall inform the Superintendent of the procedures to be followed in filling the vacancy. The Board shall fill the position with the most capable person available based upon the recommendation of the Superintendent.

Legal References:     Section 118.24 Wisconsin Statutes  
                          PI 3, Wisconsin Administrative Code  
                          34  
                          Americans with Disabilities Act of 1990

Cross References:    222, Administrative Contracts  
                          511, Equal Employment Opportunities

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