

October 13, 2009 **Board Member Vacancy Policy**

TOWN of BELVIDERE
Board Member Vacancy Policy
October 13, 2009

In the event the Town Chairman is unable to serve the elected office, The Town Supervisor with the most tenure in office will immediately be assign all duties to complete the elected term of Chairman. If said Town Supervisor declines the position the remaining Town Supervisor will complete the Chairman's elected term. If both Town Supervisors decline, the following action will be taken: Town Clerk will call the meeting to order and nominations will be accepted from any Town resident and roll call vote taken to fill the vacant Chairman position:

Under Wis. Stats. Sec. 17.25, the remaining Town Board members and Town Clerk will vote in Open Session to fill the vacancy and assume all duties of the Chairman position, i.e. ♦ running Board meetings, signing checks and official document, etc;

If the Town Chairman or any Supervisor needs to take a leave of absence because of entry into the US Armed Forces [See Wis. Stats. Sec. 60.30(5)] a temporary new Board Member may be appointed at a properly noticed Special or Regular meeting by the remaining Board Members and Town Clerk.

In the event the Town Clerk or Town Treasurer is unable to serve the elected office, The Town Board shall appoint a replacement at a Special or Regular Board Meeting, properly noticed, to reassign the elected duties.

If the Town has a Deputy Clerk or Treasurer, this individual will assume all appointed duties and have complete access to all banking functions, check signing authorization, report completion, etc. immediately upon the vacancy;

If no Deputy for Town Clerk or Treasurer exists, voting members of the Town Board (Chairman and Supervisors) would appoint a replacement to assume all duties of the position for the remaining elected term at a properly noticed meeting

If the Board Member who was vacated is physically & mentally able to perform duties after recuperation they will return to their elected position and all replacements would be null and void.

Dated this 13th day of OCTOBER, 2009

ATTESTED BY:

 /s/ David Danzinger /s/ Deborah M Ruff
David Danzinger, Chairman DEBORAH M RUFF, Clerk