

## Chapter VTAE 2

### DISTRICT BOARD MEMBER APPOINTMENTS

VTAE 2.01	Purpose	VTAE 2.04	Board review of appointments
VTAE 2.02	Definitions	VTAE 2.05	Notification of board action
VTAE 2.03	District duties	VTAE 2.06	Appointments by the board

**Note:** Chapter A-V 2 was repealed and recreated by emergency rule effective February 16, 1983. Chapter A-V 2 as it existed on August 31, 1983 was repealed and a new chapter A-V 2 was created effective September 1, 1983; chapter A-V 2 was renumbered to be chapter VTAE 2, Register, September, 1985, No. 357, eff. 10-1-85.

**VTAE 2.01 Purpose.** This chapter establishes criteria and procedures for the review of district board member appointments by the board as required under s. 38.04 (15), Stats., interprets the board's authority to require under s. 38.10 (2) (c), Stats., that district board appointments comply with the plan of representation, and interprets s. 38.10 (2) (f), Stats., requiring the board to formulate the plan of representation and appoint district board members where the appointment committee cannot reach agreement within 30 days of their first meeting.

**History:** Cr. Register, August, 1983, No. 332, eff. 9-1-83; reprinted to correct error, Register, November, 1983, No. 335.

**VTAE 2.02 Definitions.** (1) "Appointment committee" means the appointment committee constituted under s. 38.10 (1) (a), (b) or (c), Stats.

(2) "Board" means the board of vocational, technical and adult education.

(3) "Business and industry" includes every trade, occupation and profession.

(4) "Employee" means any person who is not an employer as defined under sub. (5) and who receives earnings as payment for personal services, and includes a person acting in the capacity of officer or agent of a labor organization.

(5) "Employer" means any person who receives earnings as payment for personal services and possesses the power to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or adjust employee grievances, or effectively recommend such action, if in connection with the exercise of such power the person exercises independent judgment in relation to the power. Employer does not include a person acting in the capacity of officer or agent of a labor organization.

(6) "District" means a vocational, technical and adult education district.

(7) "District board" means the district board in charge of the vocational, technical and adult education schools of a district.

(8) "Labor organization" means any organization of any kind, or affiliates of any such organization, in which employees participate and which exists for the purpose, in whole or in part, of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work.

(9) "Minority" means a person whose race or ethnic group is either:

## VTAE 2

(a) American Indian or Alaskan Native — a person with origins in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition;

(b) Asian or Pacific Islander — a person having origins in the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands;

(c) Black — a person not of Hispanic culture having origins in any of the Black racial groups of Africa; or

(d) Hispanic — a person of Mexican, Puerto Rican, Caribbean, Central or South American or other Spanish culture or origin, regardless of race.

History: Cr. Register, August, 1983, No. 332, eff. 9-1-83; renum. (3) to (6), (7), (9) and (3), or (4), (5) and (8), Register, February, 1986, No. 362, eff. 3-1-86.

**VTAE 2.03 District duties.** If requested by the district board appointment committee, the district board shall provide any reasonable and necessary clerical services, support services and information.

History: Cr. Register, August, 1983, No. 332, eff. 9-1-83.

**VTAE 2.04 Board review of appointments.** (1) Pursuant to s. 38.10 (2) (c), Stats., the board shall review district board appointments to determine whether they comply with the provisions of the plan of representation and the requirements of s. 38.08 (1) (a), Stats. Plans shall be in writing and need not conform to any technical requirements, but shall contain the information required under sub. (2).

(2) At a minimum, the plan of representation prepared by the appointment committee shall include:

(a) A map of the district, and if the district is divided into subunits for appointment purposes, the boundaries of these subunits shall be indicated on the map.

(b) A statement explaining the plan of representation and demonstrating how the plan of representation gives equal consideration to:

1. The general population distribution of the district.
2. The distribution of women within the district.
3. The distribution of minorities within the district.

(3) To enable the board to determine whether appointments made under the plan of representation are in compliance with the plan and s. 38.08 (1) (a), Stats., the following materials shall be submitted to the board by the appointment committee:

(a) A statement explaining how the appointments implement the plan, and how the appointments give equal consideration to the general population distribution and the distribution of women and minorities within the district as required under sub. (2) (b), and what actions were taken to recruit women and minority candidates for positions on the district board.

(b) An affidavit of each candidate for a position on the board indicating the candidate's:

1. Full legal name.

2. Home and business address.

3. Home and business telephone numbers.

4. Position sought as an employer, employe, at-large or school district administrator and whether the candidate is an elected official for purposes of meeting the requirement under s. 38.08 (1) (a) 2, Stats. A candidate may seek appointment to any position for which the person qualifies.

6. Sex and status as a member of a minority as defined under s. VTAE 2.02 (5). This information is optional but is requested to enable the board to determine whether equal consideration has been given to the distribution of women and minorities within the district.

7. Other qualifications that the candidate desires brought to the attention of the appointment committee.

(c) A statement explaining how the employer and employe members as appointed are representative of the various businesses and industries in the district as required under s. 38.08 (1) (a) 2, Stats.

(4) In considering the approval or disapproval of any appointments made under the plan of representation, the board shall determine whether the appointments:

(a) Reasonably represent the general population distribution and the distribution of women and minorities as set forth in the plan of representation.

(b) Reasonably represent the various businesses and industries in the district as required for employer and employe members of the district board. To reasonably represent the businesses or industries in the district a person appointed as an employer or employe member shall be:

1. Employed at a location within the boundaries of the district, or

2. Employed at a location outside the boundaries of the district by a corporation, partnership, sole proprietorship labor organization or association, whether or not operated for profit, that maintains an office, factory, warehouse or other business facility within the boundaries of the district where other employers or employes of that corporation, partnership, sole proprietorship, labor organization or association are regularly employed.

(c) Result in a district board consisting of 9 members who are residents of the district, including 3 employer members, 3 employe members, 2 at-large members and a school district administrator as defined under s. 115.001 (8), Stats., and employed by the school board of a school district located in the district.

(d) Result in at least 2 of the members of the district board being elected officials who hold a state or local office, as defined in s. 5.02, Stats., except for the office of party committeeman or party committeewoman. No 2 members of the district board may be officials of the same governmental unit nor may any district board member be a member of the school board that employs the school district administrator member.

History: Cr. Register, August, 1983, No. 332, eff. 9-1-83; correction in (3) (a) made under s. 13.93 (2m) (b) 7, Stats., Register, September, 1985, No. 357; am. (3) (b) 6., Register, September, 1985, No. 357, eff. 10-1-85; am. (3) (a) and (4) (c), r. (3) (b) 5., Register, February, 1986,

Register, January, 1989, No. 397

## VTAE 2

No. 362, eff. 3-1-86; am. (1), (3) (intro.) and (b) 4. and (4) (d), Register, November, 1988, No. 395, eff. 12-1-88; am. (4) (intro.) and (b), Register, January, 1989, No. 397, eff. 2-1-89.

**VTAE 2.05 Notification of board action.** (1) Upon approval of the appointment committee's action appointing board members, the board [shall] send notice of approval to the chair of the appointment committee, person appointed and the chair of the district board within 10 days of board action.

(2) Upon disapproval of the appointment committee's action in appointing board members, the board shall send notice of disapproval to the chair of the appointment committee, person recommended for appointment by the appointment committee and the chair of the district board within 10 days of board action. The notice shall request the appointment committee to hold its first meeting for reconsideration of the appointment action within 30 days of receipt of the notice. Any action of the appointment committee appointing a new district board member shall be resubmitted to the board for its review under s. VTAE 2.04. The board shall make appointments to district boards only as permitted under s. VTAE 2.06.

History: Cr. Register, August, 1983, No. 332, eff. 9-1-83; am. (2), Register, September, 1985, No. 357, eff. 10-1-85.

**VTAE 2.06 Appointments by the board.** (1) The board shall make appointments to a district board if one of the following occurs:

(a) The appointment committee cannot reach agreement on the plan of representation or district board membership within 30 days after its first meeting to make appointments, or within 45 days following receipt of the board's notice of disapproval under s. VTAE 2.05 (2).

(b) The appointment committee, after receiving the board's notice of disapproval under s. VTAE 2.05 (2), makes appointments that are resubmitted for board review under s. VTAE 2.04 and are again found by the board to be in noncompliance with the plan of representation or s. 38.08 (1) (a), Stats.

(2) If the board is required to make appointments the appointment committee shall forward to the board the most recent approved plan of representation, the affidavit of each applicant required under s. VTAE 2.04 (3) (b), and, for appointment matters arising under sub. (1) (a), a statement explaining the reasons the appointment committee could not reach agreement.

(3) If there are insufficient candidates for a specific position on the district board, or if the board in its judgment determines that there are insufficient candidates to make an appointment, the board shall publish a notice in the district soliciting the submission of names and qualifications of candidates.

(4) Upon appointment of a candidate to a position on the district board, the board shall, in writing, notify the chair of the appointment committee, the candidate and the chair of the district board of the board's action.

History: Cr. Register, August, 1983, No. 332, eff. 9-1-83; correction in (2) made under s. 13.93 (2m) (b) 7, Stats., Register, September, 1985, No. 357; am. (1) and (2), Register, September, 1985, No. 357, eff. 10-1-85; r. and recr. (1) and (2), Register, November, 1988, No. 395, eff. 12-1-88.