APPLICATION/AFFIDAVIT INSTRUCTIONS
FOR
WISCONSIN TECHNICAL COLLEGE SYSTEM
DISTRICT BOARD MEMBERSHIP

Wisconsin Statutes establish a series of specific requirements relating to district board appointments. These instructions are intended to help you understand those requirements as they affect your application for membership on a district board.

Please review these instructions prior to completing the Application/Affidavit.

When submitting your name for candidacy, it is necessary to return only your completed Application/Affidavit to the district board appointment committee. You may retain the information packet.

There are four (4) important requirements all candidates must meet in order to be eligible for WTCS district board membership. They must:

1. Be residents of the technical college district in which they are applying for board membership;
2. Submit a properly completed application/affidavit that is received by the district board appointment committee within 14 days of the published announcement requesting applications;
3. Attend a district board appointment committee public hearing in person and be interviewed; and
4. Have at least two (2) written references submitted with the application/affidavit supporting their candidacy.

All 16 technical college boards have nine (9) members who must, by Wisconsin statute, include:

- 3 additional members;
- 2 employers;
- 2 employees;
- 1 school district administrator; and
- 1 elected official

Each year three (3) members are appointed to serve three-year terms beginning July 1.
CHECKLIST TO HELP YOU DETERMINE
BOARD MEMBER CATEGORY FOR WHICH YOU QUALIFY

It is possible for you to qualify for membership in several board member categories. For instance, you (and everyone else) are automatically qualified to be an ADDITIONAL MEMBER. Further, you may have more than one job, one of which qualifies you as an EMPLOYER and one of which qualifies you as an EMPLOYEE. Finally, you might also happen to be an ELECTED OFFICIAL. Obviously, few people will qualify for four categories of board membership; however, most will qualify for two categories and many will qualify for three categories.

1. ADDITIONAL MEMBER

You are automatically considered an applicant to serve as an Additional Member by holding residency within the district.

2. EMPLOYER

You are eligible to be considered an applicant in the Employer category if you have responsibility for exercising independent judgment in determining or effectively recommending any of the actions below for the business' employees and receive earnings as payment for personal services. Representatives of labor organizations (officers or agents) are considered employees regardless of their responsibilities. Generally, public employees at or above the division administrator level are considered employers.

Check all those that apply to your regular job responsibilities:

- Hire
- Lay off
- Discharge
- Transfer
- Recall
- Assign
- Suspend
- Adjust grievances
- Reward
- Discipline
- Promote

The form of the business organization that employs people, e.g., sole proprietorship, limited liability corporation, partnership, etc., is not conclusive in determining the status as an employer. Being actively engaged in business with a business license, state tax identification number, business listing in the phone directory, business cards and current employees are all supportive of determining the status of employer.

3. EMPLOYEE

You are eligible to be considered as an applicant in the Employee category if you are employed and do not meet the definition of Employer, or are an officer or agent of a labor organization. An employee receives earnings as payment for personal services and is employed in the district.
ADDITIONAL CONSIDERATIONS IN DETERMINING WHETHER YOU QUALIFY IN THE EMPLOYER OR EMPLOYEE CATEGORY:

**Location of Business**

Employer and employee candidates must reasonably represent the businesses and industries in the district by being:

a. Employed at a location within the boundaries of the district, OR

b. 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 employees of that organization are regularly employed.

4. **SCHOOL DISTRICT ADMINISTRATOR**

You are eligible to be considered as an applicant in the School District Administrator category if you are a school district superintendent, supervising principal or other person who acts as the administrative head of a school district and who holds an administrator’s license.

You must be employed by a school board or a school district located within the technical college district as defined by s. 115.01(3) Wis. Stats.

5. **ELECTED OFFICIAL**

You are eligible to be considered as an applicant in the Elected Official category if you hold a non-partisan elected public office other than party committee chair.

- School Board
- Common council
- County board
- Village Board
- Town board
- Town clerk
- Sheriff
- City council
- State legislature
- Other (specify)