

## **Application/Affidavit Instructions for 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. The numbered sections in the Application/Affidavit correspond to the numbered sections in the instructions.

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. Submit at least two (2) written references with the application/affidavit supporting their candidacy.

All 16 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.

## Board Member Category

Each applicant must check ALL of the categories for which he or she is qualified.

Check off	Action
<input type="checkbox"/>	1. <u>Additional Member:</u> All district residents are eligible to serve as an additional member.
<input type="checkbox"/>	2. <u>Employer:</u> Your responsibility for exercising independent judgment in determining or effectively recommending any of the actions below for the businesses employees and receipt of earnings as payment for personal services will identify you as an eligible candidate for the Employer category. 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:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Hire             | <input type="checkbox"/> Discharge  |
| <input type="checkbox"/> Transfer         | <input type="checkbox"/> Assign     |
| <input type="checkbox"/> Suspend          | <input type="checkbox"/> Reward     |
| <input type="checkbox"/> Lay off          | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Recall           | <input type="checkbox"/> Promote    |
| <input type="checkbox"/> Adjust grievance |                                     |

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.

Check off	Action
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- 3. Employee: One who does not meet the definition of Employer, or who is an officer or agent of a labor organization. An employee receives earnings as payment for personal services and is employed in the district.
  
- 4. School District Administrator: Must be employed by a school board or a school district located within the WTCS district as defined by s. 115.01(3), Wis. Stats.
  
- 5. Elected Official: (as defined in s. 5.02, Wis. Stats.)
  - School Board
  - County Board
  - Town Board
  - City Council
  - Sheriff
  - Other (specify) \_\_\_\_\_
  - Common Council
  - Village Board
  - State Legislature
  - Town Clerk

**I declare the information I have submitted is accurate to the best of my knowledge and is submitted pursuant to Chapter TCS 2, Wisconsin Administrative Code.**

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Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
 Notary Public, \_\_\_\_\_ County, Wisconsin.

- My commission expires \_\_\_\_\_ .
- My commission is permanent.



## Application/Affidavit (continued)

Minority Status: You will be considered a minority if you indicate any of the following categories:

- American Indian or Alaskan Native
- Black/African American
- Asian
- Native Hawaiian and Other Pacific Islander
- Hispanic
- Two or More Races

Gender:

- Male
- Female

Special Requirements for Appointment to a Technical College District Board: All candidates must provide at least two letters of recommendation. You may attach the letters to this affidavit or bring them to the appointment committee hearing.

All candidates must attend the public hearing at which their appointment is discussed and must be interviewed.

## Information to Help You Determine Board Member Category for Which You Qualify

You may qualify for membership in several board member categories. For instance, everyone automatically qualifies as an Additional Member. Further, you may have more than one job, one which qualifies you as an Employer and one which qualifies you as an Employee. Finally, you also may be an Elected Official. While few people will qualify in all board membership categories, most will qualify for two or three categories.

1. Additional Member: You are automatically considered an applicant in this category because of residing in the district.
  
2. Employer: Your responsibility for exercising independent judgment in determining or effectively recommending any of the actions below for the businesses employees and receipt of earnings as payment for personal services will identify you as an eligible candidate for the Employer category. 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:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Hire             | <input type="checkbox"/> Discharge  |
| <input type="checkbox"/> Transfer         | <input type="checkbox"/> Assign     |
| <input type="checkbox"/> Suspend          | <input type="checkbox"/> Reward     |
| <input type="checkbox"/> Lay off          | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Recall           | <input type="checkbox"/> Promote    |
| <input type="checkbox"/> Adjust grievance |                                     |

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: Persons who are employed, but who do not meet the definition of Employer, or who are an officer or agent of a labor organization. An employee is one who receives earnings as payment for personal services and is employed in the district.

## Checklist to Help You Determine Board Member Category for Which You Qualify (continued)

### **Additional considerations in determining whether you qualify in the employer or employee categories:**

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

- employed at a location within the boundaries of the district; or
- 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 considered 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 considered 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) \_\_\_\_\_

## Biographic Resume

This form provides additional information for consideration by the Board Appointment Committee. Your biographic resume is an integral part of your Affidavit.

Job Description: Please describe the duties and responsibilities of your current position. (Attach additional information as needed.) Please be consistent with the board member category criteria identified previously.

Date appointed to present position: \_\_\_\_\_

Current Employment:

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(Company/Organization/Name)

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(Title)

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(Street)

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(City, State, Zip Code)

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(Business Phone Number)

If your job is located outside the geographic boundaries of the district, indicate how your company serves the population of the technical college district.

Previous Occupational Experience: Attach resume(s) as necessary.

Membership and Positions in Business or Professional Groups, Labor Organizations:

Membership and Positions in Civic Groups:

Honors, Awards, Citations:

Recognizing that an appointment to the Technical College District Board is a non-paid civic service, please provide a narrative about your reasons for seeking appointment to the Technical College District Board. Limit your narrative to 5 single-spaced pages.

Other Information that you feel would be valuable to the appointment committee.

(attach additional pages as necessary)

APPLICANTS SHOULD SUBMIT COMPLETED APPLICATION/AFFIDAVIT AND AT LEAST TWO (2) WRITTEN REFERENCES LETTERS IN SUPPORT OF CANDIDACY TO:

MS. NAN KOTTKE  
MARATHON COUNTY CLERK  
500 FOREST STREET  
WAUSAU, WI 54403

SUBMISSION SHOULD BE ON OR BEFORE THURSDAY, MARCH 4, 2010, AT 4:00 PM.