

## **Summary List**

### **Items to be Sent to the WTCS Board**

#### **Item(s) for State Board Approval**

1. Copy of legal notice of Intent to Appoint District Board Members including information on where to obtain application materials and the date, time and location of the Appointment Committee Meeting.
2. Affidavit from newspaper attesting to insertion of legal notice announcing the District Board Appointment Committee Meeting.
3. Copy of the minutes from the District Board Appointment Committee Meeting.
4. Copy of legal notice of public hearing to appoint District Board Members including the date, time and location of the public hearing and a list of all candidates including contact information and category for which applicant has applied.
5. Affidavit from newspaper attesting to insertion of legal notice announcing the District Board Appointment Committee public hearing.
6. Copy of the minutes from the District Board Appointment Committee public hearing.
7. Copy of the Plan of Representation including a map, population/demographic data and current/proposed board membership breakdown (pg. 35 of manual) for the District.
8. Statements required by Administrative Rule indicating:
  - How the appointments implement the Plan of Representation;
  - How the appointments give equal consideration to the general population distribution and the distribution of women and minorities;
  - What actions were taken to recruit women and minority candidates;
  - How the appointed Employer and Employee members are representative of businesses and industries in the district as required under s. 38.08(1)(a)2, Wis. Stats.
9. Copies of all affidavits, two (2) letters of reference per candidate, and other application materials received by the District Board Appointment Committee for each applicant.
10. Copies of letters from Appointment Committee Chair to appointed candidates.
11. Letter from Appointment Committee Chair to the System President providing the names, categories, and terms of office of persons appointed to the District Board.