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Contact Person: Superintendent

## **POLICY 202                      SCHOOL BOARD ELECTIONS**

### **I. PURPOSE:**

To establish:

- The election process, terms of office, and responsibilities for School Board members.
- The election process, terms of office, and responsibilities for School Board officers.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. SCHOOL BOARD**

##### **1. ELECTIONS**

Qualified voters of Independent School District 271 shall elect members of the School Board at-large. Elections shall be held in accordance with prevailing law.

School Board general elections shall be held during the odd numbered years, on the first Tuesday after the first Monday in November.

Any vacancy on the School Board will be filled by the School Board as required by state statute.

##### **2. TERMS OF OFFICE**

Each elected School Board member's term of office shall be four years. Terms of office shall begin/expire on the first Monday in January following the School Board election. The Clerk of the School Board shall maintain a public record of terms of office for each School Board member.

##### **3. RESPONSIBILITIES**

- a. Participate in the exercise and performance of powers and duties of the School Board as defined in state statutes and Independent School District 271 Policies.
- b. Meet in regularly and specially called meetings and study sessions to consider and act on matters presented to the School Board as legitimate concerns of the staff or residents of Independent School District 271.

- c. Represent the School Board and Independent School District 271 as delegates or representatives on various committees and commissions as determined by the whole School Board.

## B. BOARD OFFICERS

### 1. ELECTIONS

The School Board shall elect officers during the first meeting in January. Under the law, the School Board must meet and organize by selecting a Chair, Clerk, and a Treasurer who shall hold their offices for one year and until their successors are selected and qualify. A remote possibility exists that all of the most recently selected School Board officers and members will no longer be on the School Board or are unavailable; in that case, the School Board as a whole should call the meeting to order. If the most recently selected Chair (the person elected Chair last year) is still on the School Board, that School Board member should call the meeting to order and run the meeting until his or her successor is selected and qualifies. If the most recent Chair is no longer on the School Board or is not available, the most recently selected Vice Chair, Clerk or Treasurer in that order, should be asked to call the meeting to order and run the meeting. Otherwise the School Board must select a different member to open the meeting and preside over the election of the Chair, who will then move into place and conduct the rest of the elections and meeting. If all of the most recently selected officers are unavailable and the School Board is unable to reach a consensus, the School Board should use an agreed upon method, such as calling on the most senior School Board member present or the member who draws the shortest straw, to choose a person to serve in that capacity.

After the swearing in of new School Board members, if appropriate, and approval of the agenda, School Board officers shall be elected to distribute corporate responsibilities and ensure all legal and binding activities of the District are fulfilled.

- a. Election process for School Board Officers.
- b. The Chair or Acting Chair shall ask for nominations for School Board Chair. Once all nominations are announced, the Chair or Acting Chair will call for a show of hands, announcing each nominee in alphabetical order by surname. This process will continue until such time that a majority vote is cast for one member.
- c. Responsibilities of School Board Officers.

### 2. CHAIR

The Chair of the School Board, in addition to the duties prescribed by law, will exercise such powers as properly pertain to the office. The Chair's duties will include:

- a. Preside at all meetings of the School Board.
  - b. Be responsible for the orderly conduct of School Board meetings.
  - c. Call special meetings of the School Board, providing legal notice is given to all members.
  - d. Countersign all orders upon the Treasurer for claims approved by the School Board.
  - e. Sign all contracts or agreements approved by the School Board.
  - f. Appear on behalf of the School Board in all actions brought by or against it, unless individually a part, in which case the Vice Chair will perform this duty.
  - g. Appoint special committees and serve as ex-officio member on and/or delegate responsibility to another School Board member to serve on such committees.
  - h. Confer with the Superintendent in time of emergency and canvass the opinion of all members of the School Board when necessary.
  - i. Ensure that the policies of the School Board are properly administered.
  - j. Act as public spokesperson for the School Board except as this responsibility is delegated to others.
  - k. Provide leadership in carrying out the powers and duties of the School Board.
  - l. Be responsible for the final School Board evaluation at the end of each fiscal school year.
3. VICE CHAIR
- a. In the absence of the Chair, exercise the powers and perform the duties of Chair.
  - b. Perform such other duties as may be requested by the School Board.
4. CLERK/DEPUTY CLERK

A School Board member shall be elected as Clerk of the School Board. The Executive Director of Finance and Support Services shall serve as Deputy Clerk of the School Board.

The Clerk of the School Board will be responsible for carrying out the duties prescribed by law and established by the Board. The Deputy Clerk shall assist the Clerk in fulfilling those duties.

Only on the duties that are the legal function of the Clerk of the School Board will the Executive Director of Finance and Support Services as Deputy Clerk report directly to the School Board; on other duties, the Executive Director of Finance and Support Services will report through the Superintendent.

Responsibilities of the Clerk/Deputy Clerk include:

- a. Keep accurate records of the proceedings of all meetings of the School Board and publish minutes.
- b. Prepare and transmit to the Hennepin County auditor on or before October of each year an attested copy of the certification of property taxes to be levied.
- c. Sign all orders upon the Treasurer for the payment of money for bills and salaries approved by the School Board.
- d. Sign all contracts and agreements approved by the School Board.
- e. Maintain a detailed account of all business of the School Board and prepare an annual report or receipts and expenditures.
- f. Audit and process, or cause to be processed, all statements for school purchases and audit payrolls recommended for payment by the Superintendent's office.
- g. Administer and execute the laws governing the school election, which include:
  - 1) Posting notice setting forth the polling places established by the School Board and describing voting precincts.
  - 2) Causing ballots to be prepared and arranging for voting booths at such as the School Board shall determine.
  - 3) Filing applications for Directors of the School Board to be placed on the ballot. The application shall be filed not more than forty-three (43) days nor less than twenty-eight (28) days before the annual school election.
  - 4) Publishing the names of the candidates for whom applications have been filed in the notice of the annual elections.
- h. Performing such other duties as the School Board may request.

5. TREASURER

- a. Assure that the following procedures of financial accountability are observed:
  - 1) That monies are received and receipted in timely manner and immediately deposited in repositories designated by the School Board.
  - 2) That all records are open at all times to School Board review and inspection.
  - 3) That a record is maintained of all redeemed orders, showing name, number and amount.
  - 4) That all monies received are accounted for by fund.
- b. Perform such other duties as are required by law or directed by the School Board.