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INDEPENDENT SCHOOL DISTRICT 199
Inver Grove Heights Community Schools
2990 80th Street East
Inver Grove Heights, Minnesota 55076

REPLACEMENT OF DISTRICT 917 SCHOOL BOARD REPRESENTATIVE

I. Purpose

The purpose of this policy is to set the guidelines for selection to, and replacement of, the ISD 199 representative to the District 917 School Board.

The Statute determines when a vacancy occurs and when such vacancy requires the filling by board appointment. It is necessary, therefore, for the school board of District 199 to devise a policy and procedure to be followed in the making of appointments of District 199 representatives to the Board of District 917.

II. General Statement of Policy

Each constituent district school board appoints one board member. School District 199 is one of the constituent members and is obligated to appoint one member to the District 917 board.

The 917 Representative shall serve a term not to exceed three years. At the end of this three year term, the 917 Representative shall indicate in writing to the school board his or her interest in maintaining the position. Additionally, M.S. 123B.09, Subdivision 3, applies to board members of District 917 as well as other public school board members. It states, "A vacancy in any board occurs when a member (a) dies, or (b) resigns, or (c) ceases to be a resident of the district, or (d) is unable to serve on such board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district." The term "resident of the district" in the Statute refers to District 199 in this instance.

Therefore, it is the policy of the School Board of Independent School District 199 to seek applicants to represent District 199 on the District 917 board and to make appointments by action of a District 199 Board quorum.

III. Procedures for Vacancy Notification

The following is a suggested procedure for executing the foregoing policy statement:

1. Notice of Vacancy - When the board of ISD 199 becomes aware of a vacancy or a

pending vacancy, it should poll the sitting board members to determine interest in 917 Board Representation. In the event that no current ISD 199 board members are able to accept the position, the board should take the following actions:

- a. Publish information to the public regarding the vacancy, suggesting that individuals who are interested in filling the vacancy submit a letter and resume to the school board.
- b. The board notice of vacancy shall include a due date for applications, a planned date for making the appointment, and an invitation to applicants to attend meetings of the District 917 board.
- c. Board members should become acquainted with the qualifications of each applicant. Formal interview of applicants is not required but applicants should be invited to address the District 199 board. Other informal contacts and conversations by board members with applicants are encouraged.

IV. Procedures for Appointment

1. Nominations by board members.
2. If the number of nominees exceeds two, each board member should receive a plural and equal number of votes to be cast for the nominees of his or her choice.

Board members, in casting their votes for applicants, are permitted to cast no more than one vote for each applicant, i.e. a plural number of votes for an individual applicant is not permitted.

3. Final Vote. When all but two candidates have been eliminated, a final vote should be taken. Each board member is to be granted one vote. The nominee receiving the higher number of votes should be appointed by motion or resolution.
4. Appointment to District 917 shall take effect at the time the preceding appointment terminates.

Cross Reference: Policy 202.1 - School Board Vacancy Replacement