

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

SCHOOL BOARD VACANCY REPLACEMENT

I. Purpose

The purpose of this policy is to establish a process for selection for replacement when a school board vacancy occurs.

II. General Statement of Policy

M.S. 122.33, Subd. 2 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 statute in Subd. 4 determines when a vacancy in a board occurs and requires the filling of a vacancy by special election or appointment by the Board. An election shall be held if the vacancy occurs before the first day to file affidavits of candidacy for the next school district general elections and more than two years remain in the unexpired term. Specific methods to be followed in making the appointment shall be governed by Board policy.

III. Guidelines

Board members are elected by the voting public from a slate of candidates or applicants. Appointment is a mandated procedure used as a substitute for the election procedure. Appointment is a procedure that is used to fill a position for a temporary period until an individual who has been elected by the voting public fills the vacancy. The appointment procedure provides no opportunity for the voting public but it does not preclude the opportunity of candidacy or application.

Therefore, it is the policy of the Board of Education of Independent School District 199 to seek applicants or candidates for Board vacancies which are to be filled by appointment and to make appointments by action of a Board quorum.

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

- A. Notice of Vacancy. When the Board becomes aware of a vacancy or a pending vacancy it should request that the media suggest publicly that individuals who are interested in filling the vacancy submit a letter to the Board of Education. The letter should include a resume.

1. The Board's information to the media should include a due date for applications, a planned date for making the appointment, and an invitation to applicants to attend all meetings of the Board.
2. Board members should become acquainted with the qualifications of each applicant. Formal interview of applicants is not suggested but applicants are invited to address the Board. Other informal contacts and conversations by Board members with applicants are encouraged.

B. Appointment procedure.

1. Nominations by Board Members shall be made prior to voting in each election round needed to complete the appointment process.
2. In the preliminary rounds when the number of nominees exceeds two, each Board member shall be granted a plural and equal number of votes to be cast for the nominees of his or her choice. The principle used to grant the number of votes to each board member shall be one vote less than the number of candidates being considered in that specific round. Board members, in casting their votes for applicants, in each round of voting are permitted to cast no more than one vote for each applicant, i.e. a plural number of votes for an individual is not permitted. Each board member's ballot must contain the full allotment of prescribed votes. After each round of voting, the number of candidates to be considered in the following round shall be reduced by one person. In the event that one, and only one, candidate receives a vote from each voting member of the board the voting procedure shall be deemed closed. The nominee should be nominated by motion or resolution.
3. In each round each Board member shall (1) write his or her name on the ballot, (2) shall complete his or her ballot, and (3) shall hand his or her ballot to the person designated to collect the ballots. Upon receipt of all the board members ballots, the person designated to collect the ballots shall read aloud the board member's name and the names of the candidates receiving that board member's votes. The votes shall be recorded and included in the board's official minutes. The board shall determine which candidates shall advance to the succeeding round.
4. 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 nominated by motion or resolution.