

INDEPENDENT SCHOOL DISTRICT 719
PRIOR LAKE - SAVAGE AREA SCHOOLS

201.1 SCHOOL BOARD VACANCIES

I. PURPOSE

1. The purpose of this policy is to establish procedures for filling board member vacancies for unexpired terms and ensuring an efficient and smooth-running school board. This policy is based upon MN State Statute and State Statute will take precedence if there is any differentiation.

II. DEFINITION

III. GENERAL STATEMENT OF POLICY

1. Board Vacancy

- 1.1. A board vacancy occurs when a member:

- 1.1.1. Dies

- 1.1.2. Resigns

- 1.1.2.1. Whenever possible, a board member wishing to resign shall give written notice to the board at least one month prior to the resignation date.

- 1.1.3. Ceases to be a resident, as defined by MN Statute, of the district

- 1.1.4. Is unable to serve on the board and attend its meetings for 90 days or more because of illness or prolonged absence from the district

- 1.1.5. Is removed from the board through board action

2. Vacancy Caused by an Ill or Absent Member

- 2.1. When a board vacancy is caused by an ill or absent member, the position shall be filled as follows:

- 2.1.1. The board, by resolution, shall declare a vacancy to exist.

- 2.1.2. Applications to fill the vacancy shall be accepted from district residents.

- 2.1.3. The board shall fill the vacancy by a majority vote of the remaining elected members of the board at a regular or special meeting.

- 2.1.4. The vacancy shall be filled by appointment and put into a resolution, which shall be recorded in the minutes of the meeting

- 2.1.5. The vacancy shall be filled for the remainder of the unexpired term or until the ill or absent member is able to resume duties as a member of the board, whichever occurs first.

3. Vacancies for Reasons other than an Ill or Absent Member

- 3.1 When a board vacancy is caused by reasons other than an ill or absent member, the position shall be filled as follows:
 - 3.1.1 Applications to fill the vacancy shall be accepted from district residents.
 - 3.1.2 The board shall fill the vacancy by a majority vote of the remaining elected members of the board at a regularly scheduled or special meeting of the board. The appointment shall be evidenced by a resolution entered into the minutes and shall be effective 30 days following adoption of the resolution.
 - 3.1.2.1 An appointment to fill a vacancy shall not be effective if a petition to reject the appointee is filed with the school district clerk. To be valid, a petition to reject an appointee must be signed by a number of eligible voters residing in the district equal to at least 5% of the total number of voters voting in the district at the most recent state general election, and must be filed within 30 days of the board's adoption of the resolution making the appointment. If a valid petition is filed according to the requirements, the appointment by the school board is ineffective and the board must name a new appointee. The board shall make the appointment by a majority vote of the remaining elected members of the board at a regular scheduled or special meeting of the board.
 - 3.1.3 If an appointment to a vacant position becomes effective, it shall continue until:
 - 3.1.3.1 A special election is held no later than the first Tuesday after the first Monday in November following the vacancy; or
 - 3.1.3.2 If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year; or
 - 3.1.3.3 If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required.
 - 3.1.4 All required elections or appointments to fill vacancies shall be for the unexpired term.

School Board Adoption: December 12, 2022

An Equal Opportunity School District