

**School Board Meeting Agenda Item**

Topic: Election of Officers  
Presenter(s): Acting School Board Chair

Nature of Action Requested

Board Action X  
Board Information or Report

Background Information

State law requires school boards to elect a chair, a clerk, and a treasurer. In the past, the Red Wing School Board has also decided to have a vice-chair. These officers shall hold office for one year and until their successors are elected and qualify. Persons who perform the duties of the clerk and treasurer need not be members of the board. The board, by resolution, may combine the duties of the offices of the clerk and treasurer in a single person in the "Office of Business Affairs" (M.S. 123B.14, Subd. 1). School Board Policy 202 provides additional information about the duties of each officer.

Procedures for nominating officers:

- The board chair from the previous year remains as board chair until a new person is elected. So, if the school board cannot agree on a new chair at the re-organizational meeting, the previous chair conducts the remainder of the meeting. The election of a new chair would be added to upcoming meeting agendas until a new chair is elected.
- The chair asks for nominations of the board chair.
- Any member of the board may nominate any other board member. Nominations do not require a second.
- If no other nominations are immediately received, the chair should pause and repeat the call for nominations.
- The chair should pause again and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
- Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order.
- After the third call for nominations, if no other nominations are forthcoming, the chair should close the nominations for the office.

## Procedures for voting:

- A board member may propose that nominations be ceased and that a unanimous ballot be cast for the nominated individual. This motion must be seconded.
- State statutes are silent as to the method of electing officers, except that the election must be by open vote and not by any form of secret ballot (M.S. 13D.01, Subd. 4).
- All votes must be recorded as required by the Minnesota Open Meeting Law.
- To yield a new chair, a majority of school board members at the meeting must vote for one individual. So, if three members run for chair, a 3-2-2 vote does not yield a new chair.
- If someone abstains from voting, his or her vote is included with the majority vote. So, if two members run for chair, a 3-2 vote with one person abstaining yields a new chair.

## Recommendation

Nominations for board chair, vice-chair, clerk and treasurer will be solicited at the time of the meeting.