

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE: JULY 18, 2022

TO: BOARD OF EDUCATION

FROM: KRISI L. FENNER, CPA, DIRECTOR OF BUSINESS SERVICES

SUBJECT: RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD
VACANCIES

COMMENTS:

_____ introduced the following resolution and urged its adoption:

**RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD
VACANCIES**

WHEREAS, vacancies exist in the office of school board member with a term expiring the first Monday in January, 2025; and

WHEREAS, the vacancies have occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancies occur;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 31, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for these offices during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.
2. It is necessary to hold a special election to elect two (2) individuals to fill the vacancies in the terms of School Board Member expiring the first Monday in January, 2025.

The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

3. The special election shall be held on Tuesday, the 8th day of November, 2022. between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05
4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election or the Notice of Primary Election if the general or primary and the special election are held together.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January, 2025" Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.
6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.
7. The ballot shall be in substantially the following form:

Special Election Ballot

Independent School District No. 31
Bemidji Area Schools

November 8, 2022

**Special Election
for School Board Member to fill vacancy
in term expiring January 1st, 2025**

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this:



Vote for One

☐

Name

☐

Name

☐

_____ write-in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the foregoing resolution was duly seconded by _____ and upon vote being taken:

AYES:

NOES:

ABSENT:

WHEREUPON said resolution declared passed and adopted.