



Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

To: Member School Superintendents
From: Minnesota State High School League
Re: Designated School Representative and Designated School Board Representative
Date: January 12, 2016

The MSHSL Constitution requires “...*the governing board of each member school to designate two (2) representatives who are authorized to vote for the member school at a district, region and section meeting and on mail ballots where member schools are called on to vote...*” Further, “*One of the designated representatives shall be a member of the school’s governing board and the other shall be an administrator or full-time faculty member of the member school.*”

The above designation is generally made each year when a school’s Resolution for Membership in the Minnesota State High School League is approved. The name of each school representative is then posted by each school on the MSHSL web site.

However, in some cases, we have found the information from the school to be absent or otherwise incorrect, and we are now asking that each member school once again affirm the name of their **Designated School Representative** and **Designated School Board Representative**. We’re doing so because the League office has received a request to amend the MSHSL Constitution which will call for a mail ballot, and we want to ensure that the designated voters for each school receive the necessary information.

Please note the attachment on which we ask that you provide the name of the person who will represent each school in your school district for which your school board is responsible. For school districts with multiple high schools, the Designated School Board Representative may represent more than one school and is entitled to one vote for each school they represent. Or, a school board may choose to have a school board member from the area where the school is located represent that school.

Therefore, we are asking that you either:

1. confirm the name of the representative you identified to serve as your school’s Designated School Representative and Designated School Board Representative when the 2015-2016 Resolution for Membership in the MSHSL was approved by your school board; OR
2. identify the name of the Designated School Representative and Designated School Board Representative at your next official school board meeting.

Thank you for your assistance in providing the necessary information for the League office.

**Designation of a MSHSL Member School's
Designated School Representative and Designated School Board Representative**

The MSHSL Constitution requires that "...each member school shall designate two (2) representatives who are authorized to vote for the member school..." "One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school."

In order to identify the appropriate voter(s) for each member high school, please complete the information below. If your school district has multiple high schools for which your school board is responsible, please duplicate this sheet and submit it representing each high school.

Name of High School

The school board of ISD _____ OR _____ affirms
Name of School

the following to be accurate and adopted at an official school board meeting on _____,
20____.

PLEASE PRINT

Name: Designated School Representative

Name: Designated School Board Representative

Email Address

Email Address

Telephone Number

Telephone Number

Signature School Superintendent/Head of School

Signature Clerk/Secretary- Local Governing Board

When the above information has been completed, please email the form(s) to the MSHSL office at info@mshsl.org, mail to: Constitutional Amendment, 2100 Freeway Boulevard, Brooklyn Center, MN 55430, or send via fax to 763-569-0499. **PLEASE SUBMIT THE INFORMATION NO LATER THAN MARCH 4, 2016.**