

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

BE IT RESOLVED by the School Board of Independent School District No. 742, State of Minnesota as follows:

1. It is necessary to hold a special election to elect one school board member to fill a vacancy for a term of three (3) years expiring on January 8, 2029.
2. The special election is hereby called and directed to be held on Tuesday, November 4, 2025 between the hours of 7:00 a.m. and 8:00 p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election shall be those precincts or parts of precincts located within the boundaries of the school district which have been established by the governing bodies located in whole or in part within the school district.
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 special 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 special election and to cause two sample ballots to be posted in each 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 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 school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said special election.

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

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date (if any). If an optical scan voting system is being used, the clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems and is hereby

authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place and combined polling place, as applicable, on election day. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officers to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

Instructions to Voters

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



**School District Office
ISD No. 742 St. Cloud Area
School Board Member at Large
Vote for One**

- | | |
|-----------------------|-------------------------|
| <input type="radio"/> | Candidate A |
| <input type="radio"/> | Candidate B |
| <input type="radio"/> | Candidate C |
| <input type="radio"/> | Candidate D |
| <input type="radio"/> | _____ |
| | write in, if any |
-

7. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.
8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. 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.
10. The clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election.
11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, as applicable. The appointments will be made at least twenty-five (25) days before the special election.
12. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the school district, and the office of any other local election official conducting the test.
13. The clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election.
14. The Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

The motion for the adoption of the foregoing resolution was made by:

duly seconded by:

and upon vote being taken thereon the following voted in **favor** thereof:

and the following voted **against** the same:

whereupon said resolution was declared duly passed and adopted.

