



HF 4772 Elections Policy bill

Filling a vacancy – Any vacancy on a school board must be filled by board appointment. If the vacancy occurs less than two years before the end of the term, no special election is required, and the appointed board member shall serve for the remainder of the term. This provision is effective July 1, 2024, and applies to vacancies occurring on or after that date.

If a school board vacancy occurs because a board member was removed for just cause (123B.09, subdivision 9), a special election must be held to fill the vacancy as soon as possible on a uniform election date.

Vacancy 90-days before end of term – If a school board vacancy occurs less than 90 days prior to the end of the term, the board may, but is not required to, fill the board vacancy with an appointment. This provision is effective July 1, 2024, and applies to vacancies occurring on or after that date.

Combined polling place resolution – When no other election is being held in a school district, the school board may designate combined polling places. By December 31 of each year, school boards must designate, by resolution, any changes to the combined polling places. Instead of an annual combined polling place resolution, the resolution is now only required when changes are made.

Voter registration forms – In the 2023 legislative session, a bill was passed allowing 16- and 17-year-old eligible Minnesotans to complete a voter pre-registration form and then become an active registered voter as soon as they turn 18. The new 2024 provision clarifies and expands which students a school district must provide the opportunity to register or pre-register.

School districts must make available paper or electronic voter registration applications each May and September to all students who are eligible to register or pre-register to vote. School districts may request these forms from the Secretary of State. School districts must advise students that completion of the voter registration application is not a school district requirement.

Current address required for Affidavit of Candidacy – When filing the affidavit to run for school board, candidates must present the filing officer with a valid driver's license or state identification card that contains the candidate's current address, or documentation of proof of residence.

Notices and timeline requirements changes

- At least 84 days before every school district election, the school district clerk shall provide a written notice to the county auditor of each county in which the school district is located.
- When a school district is submitting questions to the voters at a special election by mail with no polling place other than the office of the auditor or clerk, notice of the election must be given to the county auditor at least 84 days prior to the election.
- For the cancellation of a school district special election, a special election ordered by a school board on its own motion may be canceled by motion of the school board, but not less than 84 days before any election.

123B.09 BOARDS OF INDEPENDENT SCHOOL DISTRICTS.

Subdivision 1. **School board membership.** The care, management, and control of independent districts is vested in a board of directors, to be known as the school board. The term of office of a member shall be four years commencing on the first Monday in January and until a successor qualifies. The membership of the board shall consist of six elected directors together with such ex officio member as may be provided by law. The board may submit to the electors at any school election the question whether the board shall consist of seven members. If a majority of those voting on the proposition favor a seven-member board, a seventh member shall be elected at the next election of directors for a four-year term and thereafter the board shall consist of seven members.

Those districts with a seven-member board may submit to the electors at any school election at least 150 days before the next election of three members of the board the question whether the board shall consist of six members. If a majority of those voting on the proposition favor a six-member board instead of a seven-member board, three members instead of four members shall be elected at the next election of the board of directors and thereafter the board shall consist of six members.

Subd. 1a. **Sex offender school board ineligibility.** A sex offender who has been convicted of an offense for which registration under section 243.166 is required is ineligible to become a candidate for the office of school board member, as defined in subdivision 1. Ineligibility is determined by the registration requirements in effect at the time the offender files for office, not by the registration requirements, if any, that were in effect at the time the offender was convicted.

Subd. 2. **School board member training.** A member shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association and consistent with section 127A.19. The School Boards Association must make available to each newly elected school board member training in school finance and management consistent with section 127A.19 within 180 days of that member taking office. The program shall be developed in consultation with the department and appropriate representatives of higher education.

Subd. 3. **Causes for school board member vacancy.** A vacancy in any board occurs when a member (a) dies, (b) resigns, (c) ceases to be a resident of the district, or (d) is unable to serve on such board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district.

Subd. 4. **Ill or absent member.** A vacancy caused by a member being unable to serve on such board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district, may, after the board has by resolution declared such vacancy to exist, be filled by the board at any regular or special meeting thereof for the remainder of the unexpired term, or until such ill or absent member is again able to resume duties as a member of such board, whichever date is earliest. When the ill or absent member is able to resume duties as a member of the board, the board must by resolution so determine and declare such person to be again a member of the board, and the member appointed by the board to be no longer a member thereof.

Subd. 5. [Repealed, 2015 c 70 art 1 s 63]

Subd. 5a. [Repealed, 2016 c 161 art 2 s 2]

Subd. 5b. **Appointments to fill vacancies; special elections.** (a) Any vacancy on the board, other than a vacancy described in subdivision 4, must be filled by board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered in the minutes and shall be effective 30 days following adoption of the resolution, subject to paragraph (d). If the appointment becomes effective, it shall

continue for the remainder of the unexpired term or until an election is held under this subdivision, as applicable. All elections to fill vacancies shall be for the unexpired term. A special election to fill the vacancy must be held no later than the first Tuesday after the first Monday in November following the vacancy. 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.

(b) Notwithstanding paragraph (a), if the vacancy occurs less than two years prior to the expiration of the term, no special election is required and the appointee of the board shall serve for the remainder of the unexpired term, subject to paragraph (d).

(c) Notwithstanding paragraph (a), if the vacancy occurs less than 90 days prior to the expiration of the term, the board may, but is not required to, fill the vacancy by board appointment at a regular or special meeting.

(d) Notwithstanding paragraphs (a) and (b), if the vacancy occurs because a school board member was removed pursuant to section 123B.09, subdivision 9, a special election must be held to fill the vacancy as soon as possible on a uniform election date. This paragraph does not apply if the vacancy occurs after candidate filing begins under section 205A.06 in the year preceding the end of the term.

(e) An appointment made under paragraph (a) 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 five percent 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 of this paragraph, the appointment by the school board is ineffective and the board must name a new appointee as provided in paragraph (a).

Subd. 6. Meetings. A majority of the voting members of the board shall constitute a quorum. No contract shall be made or authorized, except at a regular meeting of the board or at a special meeting at which all members are present or of which all members have had notice. Special meetings may be called by the chair or clerk or any three members upon notice mailed to each member at least three days prior thereto.

Subd. 7. Policy making. The board shall make, and when deemed advisable, change or repeal rules relating to the organization and management of the board and the duties of its officers.

Subd. 8. Duties. The board must superintend and manage the schools of the district; adopt rules for their organization, government, and instruction; keep registers; and prescribe textbooks and courses of study. The board may enter into an agreement with a postsecondary institution for secondary or postsecondary nonsectarian courses to be taught at a secondary school, nonsectarian postsecondary institution, or another location.

Subd. 9. Removing board members. The board may remove, for proper cause, any member or officer of the board and fill the vacancy; but such removal must be by a concurrent vote of at least four members, at a meeting of whose time, place, and object the charged member has been duly notified, with the reasons for such proposed removal and after an opportunity to be heard in defense against the removal.

Subd. 10. Publishing proceedings. The board must cause its official proceedings to be published once in the official newspaper of the district. Such publication shall be made within 30 days of the meeting at which such proceedings occurred. If the board determines that publication of a summary of the proceedings

would adequately inform the public of the substance of the proceedings, the board may direct that only a summary be published, conforming to the requirements of section 331A.01, subdivision 10.

Subd. 11. Mailing summary of proceedings. If a board of a district that has no newspaper with its known office of issue or a secondary office located within the boundaries of the district and no newspaper that is distributed to more than one-third of the residences in the district determines that mailing a summary of its proceedings would be more economical than publication of the proceedings and that it would adequately inform the public, it may mail a summary of its proceedings to each residence in the district that can be identified as a homestead from the property tax records and to each other residence in the district that the board can identify. The county must make the property tax records available to the board for this purpose. The board must keep a copy of the summary of the proceedings as part of its records. The decision of a board to mail summaries, rather than publish the proceedings under this subdivision shall be presumed valid, subject to challenge by a court action.

Subd. 12. Board to fix compensation. The clerk, treasurer, and superintendent of any district shall receive such compensation as may be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board. All members of the board may receive reimbursement for transportation at the rate provided for in section 471.665. No board member or school district employee shall receive any compensation or benefits based on incentives or other money provided to the school district by or from a source of group insurance coverage referenced in section 471.6161, subdivision 1, except for a refund provided under section 123B.75, subdivision 10, or a wellness plan that is mutually agreed upon by the district and the exclusive representatives of employees.

History: *Ex1959 c 71 art 4 s 15; 1965 c 434 s 1; 1967 c 176 s 2; 1967 c 713 s 1; 1973 c 263 s 1,2; 1973 c 690 s 1; 1974 c 82 s 1,2; 1975 c 162 s 24; 1983 c 314 art 7 s 16,17; 1984 c 543 s 6; 1985 c 122 s 1; 1986 c 444; 1987 c 42 s 1; 1987 c 266 art 2 s 9; 1989 c 329 art 9 s 7; 1990 c 562 art 7 s 3; art 8 s 20; 1992 c 499 art 9 s 2; 1993 c 224 art 7 s 6; 1993 c 374 s 17; 1994 c 646 s 2; 1Sp1995 c 3 art 16 s 13; 1998 c 397 art 6 s 45-53,124; art 11 s 3; 1999 c 101 s 1; 2000 c 467 s 4; 2014 c 279 s 3; 2015 c 70 art 1 s 1,2; 2016 c 161 art 2 s 1; 2017 c 92 art 1 s 8; 2024 c 112 art 2 s 2*



Steps to Fill a School Board Member Vacancy with Sample Application and Interview Questions

Step to Fill a Vacancy

1. Board member formally resigns. Such resignation must be provided to the district in writing and include the last date the member will be serving.
2. Board declares at vacancy will exist on the date provided by the resigning member.
3. Board decides on a process to choose who to appoint.
4. Board completes process and picks a person to fill the open seat. Nominations are voted on using a roll call vote in the order the candidates were nominated.
5. Board passes a Resolution Filling a School Board Vacancy by Appointment.
6. Board waits 30 days to allow the public the opportunity to petition against the appointment.
7. Between the appointment date and the end of the 30-day waiting period, appointee signs Acceptance of Office and Oath of Office in front of a notary.
8. At the appointee's first board meeting, appointee may say public oath. This oath is ceremonial and therefore optional.

Sample Application

Applicant Information		
Name		
Phone	Home	
	Work	
Email		
Address	City	Zip Code
Requirements to Hold Office		
<ul style="list-style-type: none"> • At least 21 years of age • U.S. citizen and eligible to vote • Resident of School District (DISTRICT #) for at least 30 days • No record of criminal sexual misconduct for which registration is required 		
I verify that I meet these requirements:		
Signature	Date	
Application Submission		
Return completed application by (TIME) on (DATE) to:		
(PREFERRED ADDRESS)		

Sample Questions

9. Why would you like to serve on the (DISTRICT NAME) School Board?
10. Please describe your background and experiences with community involvement. How would these serve you as a board member?
11. What experiences have you had serving on either private sector or public sector boards, what was your role, and what were your take-aways from that experience?
12. Describe your understanding of the decision process for public school board. How would you react/respond if the majority of the board took an action that you voted against?

Interview Question Considerations

When deciding the method of collecting responses to interview questions, three options are available:

1. The board may include the interview questions in the application and not conduct an interview.
2. The board could ask some questions on the application and use this information to narrow the applicants before conducting interviews at a public meeting.
3. The board could use a simplified application and ask all interview questions at a public meeting.

No matter how the interview questions are posed, MSBA recommends evaluating the responses using a 3-point system (Exceeds, Meets, Does Not Meet) and then summarizing the collective responses before having a discussion at a public meeting. The applicant with the highest results on the points evaluation should not automatically be appointed. Board members may change their perspective after the discussion of the positive attributes of each of the applicants.

Data Privacy Considerations

Under Minnesota Statute 13.601, the following information about applicants is public data:

- (1) name;
- (2) city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
- (3) education and training;
- (4) employment history;
- (5) volunteer work;
- (6) awards and honors;
- (7) prior government service;
- (8) any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to section [15.0597](#) (**does not apply to school boards**); and
- (9) veteran status.

If there is a public data request for a School Board Member Vacancy application, the district is responsible for having all non-public data redacted.



Overview of Prior Board Vacancy Steps and Materials from 2020 Board Agenda Packets

October 8, 2020 - Regular Board Meeting

- Board Member Announced Resignation - The resignation was effective on that date.

October 22, 2020 -Regular Board Meeting

- Approve Board Candidate Application Timeline (*Resolution Attached*)
- Board Vacancy Planning Work Session Held (*Vacancy application form and draft details on selection process to fill the vacancy attached*)

October 23-November 6, 2020 - Application Process begins

- Board of Education accepted applications from individuals interested in filling the vacant director's position

November 17, 2020 - Special Meeting

(Opening Statement from Chair and Interview Questions attached)

- Welcome Applicants and Introduce Board Members
- Overview of Interview Process
- Overview of Selection Process
- Opening Statements
- Questions from board member (there were six questions and applicants had 3-minutes to answer)
- Open Questions from Candidate to Board
- Closing Comments
- Group Discussion

December 10,2020 - Regular Board Meeting

(final copy of details on selection process shared at the meeting attached)

- Vote and Resolution to Select candidate (*resolution attached*)

January 14, 2020 - Appointed Board Member Begins



**Agenda IV.B.1.
October 22, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, board chair

Date: October 13, 2020

Re: Board Candidate Application Timeline

RECOMMENDATION: That the Board of Education adopts the following resolution establishing the procedure to fill a school board director vacancy by appointment.

WHEREAS, a vacancy exists on the Board of Education due to the resignation of Jen Holweger; and

WHEREAS, a vacancy exists, in the office of school board director, with a term expiring the first Monday of January, 2023, and,

WHEREAS, the vacancy occurs after the last day to file affidavits of candidacy for the next school district general election; and

WHEREAS, more than two years remain in the unexpired term.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Independent School District No. 191, State of Minnesota, as follows:

1. The Board will appoint an individual to serve in the vacant director's position until a successor is qualified at a special election.
2. The Board of Education will accept applications from individuals interested in filling the vacant director's position beginning on October 23, 2020, at 8:00 a.m. and ending on November 6, 2020, at 1:00 p.m.
3. The appointment will be evidenced by a resolution adopted by the Board of Education and entered into the School Board minutes and will continue until a special election is held under Minnesota Statutes Section 123B.09, Subd. 5.
4. The appointee will be sworn in as a director of the Independent School District No. 191 Board of Directors during a regular business meeting of the Board to be held on January 14, 2021.



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**Agenda V.C.
October 22, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, board chair

Date: October 15, 2020

Re: Board Vacancy Planning

ISD 191 Board of Education Vacancy

Application Information

The Burnsville-Eagan-Savage School Board is accepting applications from residents of Independent School District 191 who are interested in serving on the Board of Education to fill a vacant director's position created by a resignation. The appointed person will serve until a qualified successor is elected at a special election to fill the unexpired part of the term.

The Board of Education will appoint a new member using the process outlined below.

Legal Requirements: Candidates must be at least 21 years of age, have been a resident of the school district for at least 30 days, and have not been convicted of an offense for which registration is required under MN Stat. Section 243.166.

Time Commitment: 20-40 hours per month

Meetings: Regular business meetings are twice per month. There are also special meetings, work sessions, committee meetings, retreats, training, and seminars.

APPLICATION PROCESS

Applications may be made online using this form. Paper applications will be available at the District Office, 200 West Burnsville Parkway, Burnsville, or may be downloaded beginning at 8 a.m. on Friday, Oct. 23, 2020. The deadline to submit an application is 1 p.m. on Friday, Nov. 6, 2020. Applications received after the stated deadline will not be considered. The district assumes no responsibility for application materials that were sent but not received by the stated deadline.

All applications and any accompanying materials will be considered public information.

The selected candidate will be sworn into office on Jan. 14, 2021.

HOW TO APPLY

1. Complete the application form.
2. Enclose/attach a resume.
3. Enclose/attach a cover letter introducing yourself and explaining why you are interested in serving on the Board of Education.

Submit all materials (application, resume, and cover letter) in person or through this form to Jami Kenney, School Board Secretary, at the District Office, 200 West Burnsville Parkway, Burnsville. The application deadline is 1 p.m. on Friday, Nov. 6.

* Required

1. Email address *

Candidate Information

Candidate Information

2. Name *

3. Address *

4. Address 2

5. City *

6. Zip *

7. Phone number *

Questions

Please answer the following questions.

8. In 50 words or less, tell us about yourself. *

9. Why are you applying for this position on the School Board? *

10. What is your experience in One91 schools? *

11. Challenges: a) What are the top three challenges faced by One91 in the next four years? b) Describe your approach in addressing each of these three challenges. *

12. School District finances are complex, and this Board has had to face many challenging budgetary decisions over the past three years. Given the uncertainties of Covid, describe your approach, should COVID force this board to enact additional cuts. *

13. In addition to providing leadership around hot button issues and finance, as a Board Member, you are overseeing a large organization with 1,300 employees (the second largest employer in the City of Burnsville), a communications and PR department, an HR department, a number of employee bargaining units, an operations department, a provider of transportation, and the owner of 17 buildings. a) Please provide additional information on your qualifications in reference to these functions. b) How would you balance competing priorities from various stakeholders in the District? *

14. A Board of Education Director is a non-partisan position, elected (or in this case appointed) to represent the interests of all members of the District. Describe how you feel this would impact your actions and voice (in person and online). *

15. From your perspective, what is the time commitment for Board Members? *

16. If appointed, would you intend to file for election for the position? *

Mark only one oval.

Yes

No

Other: _____

17. Please describe the differences between “Governing” and “Managing”, specifically as it relates to this role. *

18. Please review ISD 191's Policy 209, "Code of Ethics" (found on the ISD191.org website). Please describe your approach in adhering to this policy should you be selected. *

19. By submitting this application, I hereby certify that the information I have presented in this application is complete, accurate and true to the best of my knowledge and I hereby authorize the Board of Education to verify this information as may be required. *

Mark only one oval.

Yes

No

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Google Forms



Details on selection process to fill the vacancy on the ISD191 school board:

1. Selection process

- a. The board may select and appoint an applicant.
- b. The board may be deadlocked in a tie vote of 3-3.
- c. The board may choose not to appoint any applicants.

2. Nomination process

- a. Any applicant who does not receive a nomination will be removed from consideration.
- b. Any applicant who receives only a nomination (with no second), will be removed from consideration.
- c. Any board member may nominate any applicant.
- d. Any board member (other than the board member who made the initial nomination) may second the primary nomination for any applicant.
- e. All board members have the option to choose not to nominate or second any applicant.
- f. Roll call vote to select a preferred candidate
 - i. Each board member has one affirmative vote to cast for a candidate during roll call voting to select the preferred applicant. (e.g. A board member who casts an affirmative roll call vote to select Candidate A cannot then cast an affirmative roll call vote to select Candidate B.)

ii. Tie vote

1. If there is a tie vote, then the board will take a break, with board members self-isolating from each other.
2. Following the break, the board will conduct two more rounds of votes. Should the board remain deadlocked, then the selection process will be closed.
3. The application process will reopen for candidates to apply in January, at which time both Ms. Said and Mr. Neuerburg would be welcomed to apply again.

g. Clear majority and resolution to appoint the preferred applicant

- i. If, on the other hand, one candidate clearly receives a majority of affirmative votes, the board will then take action on a resolution to appoint the preferred applicant.
- ii. Clerk Currier will read the resolution to appoint the preferred applicant who received the greatest number of votes.
- iii. The board will take action via a roll call vote in which individual board members may vote either “aye” or “nay.”
- iv. Following approval of the resolution to appoint, the appointee can expect to hear from Jami Kenney to complete the necessary paperwork and logistics in finalizing the process.

- v. The appointee will be sworn in with the other two new board members (elected November 2020) at the board's organizational meeting on Thursday, January 14th which begins at 6:30 pm.
- vi. The three new board members (two elected and one appointed) will then take their seats at the dias and commence their service as board members that same evening.



Chair Alt statement:

Following please find a general summary of the selection process that will be used at our regular board meeting on Thursday, December 10th at 6:30 pm.

When we reach the agenda item to appoint a new board member, the chair will ask board members if there is a nomination for the first applicant. Following a nomination, the chair will then ask board members if there is a second for same. Following a second, board members will then vote by roll call for the first applicant. This same process will be repeated for the second applicant.

Once a clear winner receives a majority of votes, the board will take formal action on a resolution to appoint the applicant. The appointee will be sworn in at our organization meeting which begins at 6:30 pm on Thursday, January 14th, and will join the board at the dias and begin his/her service that same evening.

If there is a tie vote in which the board is deadlocked on December 10th, then the nomination process would be closed. The board would then reopen the application process in January, and would welcome both of our current candidates to reapply.



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General Interview Questions

- 1 What qualities do you think are most important in a school board member? How do you reflect those qualities?
- 2 As a board member, how would you prioritize competing needs and priorities when there are multiple 'right' perspectives on an issue and you are required to make a decision that will receive mixed reviews, no matter what you decide?
- 3 As board members we are required to represent all resident students and families who live here. This represents a personal sacrifice given the many "hats" we wear as parents, friends, and community members. What is your awareness of this reality in terms of always being a public servant wherever you may find yourself in our community? What do you imagine this sacrifice might look like for you personally?
- 4 A parent calls or e-mails you asking that you take care of a problem they are having at their school. What would you do?
- 5 Tell us about a time in which you were involved in a group decision that had significant impact on others, and you did not agree with the final decision. How did you handle both the decision and your lack of agreement with the final outcome? (This question will be emailed out to each applicant two hours before their interview appointment.)
- 6 Please explain in more detail how your background relates to the ability to oversee this organization especially as to it relates to Governance v. Management

What questions do you have of us?

Any final thoughts that you have for us before we end the interview?



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**Agenda V.B.1.
December 10, 2020**

To: Board of Education
Dr. Theresa Battle, superintendent

From: Abigail Alt, board chair

Date: November 24, 2020

Re: Appoint a School Board Member

Recommendation: that the Board of Education adopts the following resolution filling a school board vacancy by appointment:

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2023; and

WHEREAS, the vacancy has occurred after the last day to file affidavits of candidacy for the school district general election and more than two years remain in the unexpired term; and

WHEREAS, __ (To be determined) __ meets the qualifications established by Minnesota law to serve as a school board member;

NOW THEREFORE BE IT RESOLVED by the Board of Education of Independent School District No. 191, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5, ____ is hereby appointed to fill the vacancy and shall serve until a successor is elected and qualifies to fill the unexpired part of the term.



Details on selection process to fill the vacancy on the ISD191 school board:

1. Selection process - Possible Outcomes
 - a. The board may select and appoint an applicant.
 - b. The board may be deadlocked in a tie vote of 3-3.
 - c. The board may choose not to appoint any applicants.
2. Nomination process
 - a. Any applicant who does not receive a nomination will be removed from consideration.
 - b. Any applicant who receives only a nomination (with no second), will be removed from consideration.
 - c. Any board member may nominate any applicant.
 - d. Any board member (other than the board member who made the initial nomination) may second the primary nomination for any applicant.
 - e. All board members have the option to choose not to nominate or second any applicant.
 - f. Roll call vote to select a preferred applicant
 - i. Each board member has one affirmative vote to cast for a candidate during roll call voting to select the preferred applicant. (e.g. A board member who casts an affirmative roll call vote to select Candidate A cannot then cast an affirmative roll call vote to select Candidate B.)
 - ii. Jami Kenney will call the roll. Following are the two possible responses from board members:
 1. When a board member's name is called, that board member says "aye" to cast their affirmative vote. Board members only have one affirmative vote to cast.
 2. When a board member's name is called, that board member says, "I am not using my affirmative vote at this time."
 - iii. Jami Kenney tallies the votes and reads them for the record.
 - iv. Tie vote
 1. If there is a tie vote, then the board will take a break, with board members self-isolating from each other.

