

Special Meeting

Monday, June 28, 2021 5:30 PM

R-P Schools Forum Room, 1000 Pine Meadows Lane, Rushford, Minnesota 55971

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Adoption of Agenda**
5. **Approve the Resolution Calling Special Election to fill School Board Vacancy. (*roll call vote*)**
6. **Approve the Resolution Establishing Dates for Filing Affidavits of Candidacy. (*roll call vote*)**
7. **INFORMATION: Regular Monthly Meeting - Monday, July 19, 2021, 5:30 p.m.**
8. **ADJOURNMENT**

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

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 more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No.239, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office 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. (a) It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2023.

(b) 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 2nd day of November, 2021 between the hours of 5:00 o'clock p.m. and 8:00 o'clock p.m with the exception of the City of Rushford that will be held from 11:00 o'clock a.m. to 8:00 o'clock p.m. **This date is a uniform election date specified in Minnesota Statutes, Section 205A.05**

If the special election is held in conjunction with the state primary election, the state general election or the school district primary or general election in the even-numbered year, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district.

If the special election is held in conjunction with the school district primary or general election in the odd-numbered year, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election.

If the special election is held on any other date in the even-numbered or odd numbered year than one of those specified above, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election. In this case, the clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at a combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

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, shall state the date and time of the election, and shall include information concerning each established precinct and location of each 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 2, 2023." 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.239
Rushford-Peterson Schools

November 2, 2021

Special Election
for School Board Member to fill vacancy
in term expiring January 2, 2023

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

***When more than one vacancy exists in an office elected at large, voters must be instructed to vote for up to the number of vacancies to be filled.**

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.

9. The school district clerk is hereby authorized and directed to take all necessary actions to ensure that this special election is properly submitted to the electorate of the school district.

Member _____ moved the resolution.

The motion was duly seconded by Board Member _____

WHEREUPON, a vote was taken upon the foregoing Resolution and the following Board Members voted in favor:

Absent:

Board Members voted against the same:

WHEREUPON the Resolution was declared passed and adopted.

Approved: June 28, 2021

Matt Helgemoe
School Board Clerk

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No.239, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.239 shall begin on July 27, 2021 and shall close on August 10, 2021. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 10, 2021.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 239
RUSHFORD-PETERSON SCHOOLS
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the filing period for filing affidavits of candidacy for the office of school board member of Independent School District No. 239 shall begin on **Tuesday, July 27, 2021, and shall close at 5:00 p.m. on Tuesday, August 10, 2021.**

The special election shall be held on Tuesday, November 2, 2021. At that election one (1) member will be elected to the school board for a term expiring January 2, 2023.

Affidavits of Candidacy are available from the school district clerk designee, Laura Hahn, Rushford-Peterson Schools, 1000 Pine Meadows Lane, Rushford, MN 55971. The filing fee for this office is \$2.00.

A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidates seeks election for 30 days before the election, and must have no other affidavit on file for any other office at the same election. Affidavits of candidacy must list the term the candidate is seeking.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 p.m. on August 10, 2021.

BY ORDER OF THE SCHOOL BOARD

/s/ Matt Helgemoe

School Board Clerk
Independent School District No. 239
Rushford-Peterson Schools

Member _____ moved the resolution.

The motion was duly seconded by Board Member _____.

WHEREUPON, a vote was taken upon the foregoing Resolution and the following Board Members voted in favor:

Absent:

Board Members voted against the same:

WHEREUPON the Resolution was declared passed and adopted.

Approved: June 28, 2021

Matt Helgemoe
School Board Clerk