

ADMINISTRATIVE REPORT

DATE: July 7, 2021
TOPIC: 9.4 – Resolution Relating to General Election of School Board Members & Calling the School District Election
PRESENTER: Dan Pyan, Director of Finance and Operations
REFERENCE TO POLICY/STATUTE: Policy 201.1

A. PURPOSE OF REPORT

- a. The attached resolution calls for the school district to hold a general election for the purpose of electing four School Board members for the terms of four (4) years.
- b. The general election will be held on Tuesday, November 2, 2021, between the hours of 7:00am and 8:00pm.
- c. The ballot will include those names that filed affidavits of candidacy during the legal filing period.

B. RECOMMENDATION

- a. Approval



CERTIFICATION OF MINUTES RELATING TO GENERAL ELECTION

Issuer: Independent School District No. 833 (South Washington County Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 15, 2021, at 6:30 p.m., at the District offices.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO GENERAL ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer this 15th day of July, 2021.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO GENERAL ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 833 (South Washington County Schools), Minnesota (the District) as follows:

It is hereby found, determined and declared as follows:

1. (a) It is necessary for the District to hold its general election for the purpose of electing four (4) Board members for terms of four (4) years each.

(b) The Clerk shall include on the general 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.

2. The general election and the special election are hereby called and directed to be held on Tuesday, November 2, 2021, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the District polling places and combined polling places and the precincts served by those polling places, as previously established and designated by Board resolution for District elections not held on the day of a statewide election, are hereby designated for this general election except that voters residing in the City of Cottage Grove will vote at the polling places designated by the City of Cottage Grove for its regularly scheduled general election.

4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the Washington County Auditor at least seventy-four (74) days before the date of said election. The notice shall specify the date of said election and the offices to be voted on at said election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

The Clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the 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 District at least four (4) days before the date of said general election and to cause two sample ballots to be posted at each polling place and 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 must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The Clerk is hereby authorized and directed to cause notice of said general 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 notice of election so posted and published shall state the offices to be filled as 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 and combined polling place on election day.

5. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with any election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate said general election with those other elections, including entering into agreements or understandings with appropriate 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 officials to cause ballots to be prepared for use at said general 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:

GENERAL ELECTION BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 833
(SOUTH WASHINGTON COUNTY SCHOOLS)

NOVEMBER 2, 2021

INSTRUCTIONS TO VOTERS

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

**SCHOOL BOARD MEMBER
VOTE FOR UP TO FOUR**

| | |
|-----------------------|------------------|
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | Name |
| <input type="radio"/> | _____ |
| | write-in, if any |
| <input type="radio"/> | _____ |
| | write-in, if any |
| <input type="radio"/> | _____ |
| | write-in, if any |
| <input type="radio"/> | _____ |
| | write-in, if any |

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.

7. The name of each candidate for office at the general election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law. The name of each candidate to fill the vacancy in office at the 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.

8. If the District will be contracting to print the ballots for said general 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, if requested by the election official, 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 Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the polling places and combined polling places during the November 2, 2021 general election. The election judges shall act as clerks of election and submit the results to the Board for canvass in the manner provided for other District elections. The general election must be canvassed between the third and the tenth day following said election.

10. The Clerk shall make all Campaign Financial Reports required to be filed with the District under Minnesota Statutes, Section 211A.02, available on the District's website. The Clerk must post the report on the District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The District must make a report available on the 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.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.