

Eden Prairie School Board Officer Election Process

There are four Board Officer positions: Chair, Vice Chair, Treasurer and Clerk. Officers are elected by the Board to serve a **term of one year**. Any Board Director may nominate themselves or be nominated by another Board Director for election to a Board Officer position using one of the following processes:

Prior to the January School Board Organizational Meeting

1. Executive Assistant sends this document to board Directors and Director-elects by December 15th announcing that nominations are open for Board Officer positions.
2. Ten days prior to the first meeting in January
 - a. A Board Director or Director-elect interested in seeking election to a Board Officer position, sends an email to the Executive Assistant stating their self-nomination, or
 - b. A Board Director sends their nomination of another board Director for a Board Officer position.
3. The Executive Assistant forwards, to the entire Board, a Board Director's self-nomination, or a board Director's nomination of another Board Director.

Alternatively, during the January School Board Organizational Meeting

At the first Board Business meeting in January, a Board Director may nominate themselves, or be nominated by another Director for a Board Officer position.

Following all nominations, each Board Officer is elected in order, beginning with the Board Chair:

Board Chair: The seated Board Vice-Chair presides over the election of the new Board Chair using the following process:

- **Nomination:** Each Board Director seeking to hold the office may either be nominated by a fellow Board Director or may nominate themselves.
- **Second:** A nomination must be seconded by another Director to proceed to a vote.
- **Nominee statement:** Each nominee may make a brief statement of their qualifications for the office.
- **Vote:** Each nomination is put to a vote by written ballot. The top two vote getters move on to a second round of voting. Voting continues until one nominee receives a majority of the votes. The Board Chair-elect immediately assumes their office and performs its duties.

Board Vice Chair, Board Treasurer, Board Clerk: The newly elected Board Chair presides over the election of the remaining Board Officers, in order, using the same process as above. Each newly elected Board Officer immediately assumes their office and its duties.



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4. The elected Board Officers perform the duties of their office until the end of their one-year Board Officer term. In the event an officer is unable to complete their term, the Board holds a special election to fill the vacated office, using the process above.