



Director Election & Appointment Training Follow-up

March 17 & 18, 2021

The following questions were asked during the live trainings but needed additional clarification or research before they could be answered.

Q: Does the language of the “Notice of Filing Period” need to be changed to address office closures?

A: After reviewing the notice, it was determined that no changes should be made to the language.

It is recommended that the District post signs providing a contact number and email address for the district, as well as the link to the Commission’s website (the forms will be made easily accessible on the home page during filing period) for interested parties to obtain the forms. Forms may be returned to the district via mail or hand delivery, but they must be originals due to the requirement of a notarized signature. Your District will need to determine how to receive the forms back and provide those instructions as well.

Q: A no quorum meeting occurred on the regular meeting date, but the board wants to reschedule and have the regular meeting later in the month. Do both the no quorum and the rescheduled regular meeting count toward meeting attendance?

A: A regular meeting can only be rescheduled if it is cancelled or rescheduled in advance of the original meeting date and time. If you have a No Quorum regular meeting, the regular meeting has occurred although no business could be conducted – it cannot be rescheduled.

Any business that was on the agenda for the No Quorum meeting would either be held over until the next regular meeting or would be put on a special meeting agenda for a later date. The no quorum regular meeting would be included in the meeting attendance count. Any special meetings would not.

Q: Should a board member that resigns be listed on the minutes?

A: Yes, if a board member resigns from the board they should be listed on the minutes as absent until the end of their term or until their successor is appointed.

This only applies to directors who resign from the board; this does not apply to directors who complete their term, but who choose to not be reappointed or refile.

Q: Are electronic/online Notices acceptable?

A: No. Electronic publication currently has no statutory authority; all notices must still be printed in physical newspapers. Proof of publications that are provided by the publisher to the District must be retained in your office.