

How to Navigate Running for School Board

Critical School Board Election Information

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Noon



Panelists:

- Deanna Sullivan Director of Governmental Relations, IASB
dsullivan@iasb.com; (217)527-3523
- Reatha Owen Director of Field Services, IASB
rowen@iasb.com; (217)528-9688, x1124
- Scott Uhler Attorney at Law, Klein, Thorpe and Jenkins, Ltd.
sfuhler@ktjlaw.com; (312)984-6400

April 2023 School Board Election Presentation Goals

We'll Share:

- Tools to Navigate the 2023 School Board Election
- Insights into the Work of the Board of Education and Characteristics of Board Members
- Reminders about the Unexpected in the Election Process

Why Local School Boards



Your local school board makes decisions that

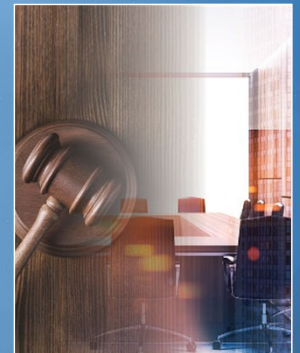
- *Determine how your community's children are educated.*
- *Support teaching and learning necessary for student success.*
- *Determine how tax dollars are spent.*

Legal Authority



Foundation Principles of Effective Governance

- 1. The board clarifies the district's purpose.*
- 2. The board connects with the community.*
- 3. The board employs a superintendent.*
- 4. The board delegates authority.*
- 5. The board monitors performance.*
- 6. The board takes responsibility for itself.*



You are one of seven members of the governing team

- Whole board governs as equals, not one individual board member.
- Listen to each other, contributions of each member is important.
- Accept responsibility for group decisions and board behavior.
- Behavior and attitude of board members affects the reputation of the board and the entire school system.



Governing Team Roles



BOARD

- Role is to **Govern**
- Employs the superintendent (the board's only employee)
- Sets direction and policy
- Allocates resources
- Monitors progress toward set goals
- Accountable to the community

SUPERINTENDENT

- Role is to **Manage**
- Oversees the day-to-day operations of the district
- Manages staff
- Implements policies
- Implements goals set by the board
- Accountable to the board

Work of a school board member

- ✓ Prepares for the board meeting
- ✓ Attends every board meeting
- ✓ Shares thoughts before a decision is made
- ✓ Advocates for all students
- ✓ Attends district events
- ✓ Participates in training
- ✓ Stays current of education issues (local, state, and federal)

Questions to ask yourself

Will you actively work to inspire all stakeholders to have confidence in local public schools?

- yes**
- no**
- maybe**

Are you committed to focusing on a broad range of district concerns rather than a single issue?

Are you committed to doing what is right for all students?

School Board Election Timetable



Basics for School Board Member Candidacy

Who is eligible to run as a candidate for election to a school board?

Any person who is a U.S citizen, at least 18 years old, an Illinois resident, a registered voter and resident of the school district for at least one year preceding the election.

Three forms will be required for a proper filing as a candidate for member of a school board:

- Your signature Petition Sheets
- Your Statement of Candidacy, and
- Your Statement of Economic Interests.

Reminders & Mistakes to Avoid

Preparing Petition Sheets for Circulation

P-7 or P-7A? Which petition is right for our school district's board candidates? Page 42, *2023 Candidates Guide*

Available at following link:

<https://www.elections.il.gov/DocDisplay.aspx?Doc=/Downloads/ElectionOperations/PDF/2023CandidateGuide.pdf&MID=624>

HOW TO...

Prepare Petition Sheets for Circulation

- In the heading at the top of your signature petition sheets (all of your petition sheets are to be the same):
 - ✓ Insert the full name and number of your school district
 - ✓ Fill in the minimum number of residents required to sign your petitions in the blank
i.e. 50 or 10% of voters , whichever is less, or 25 and 5% of voters, whichever is less, depending on type of district)
 - ✓ “Print” or type your name and residence address in the school district on candidate’s petition sheet
 - ✓ State the office correctly on all petition sheets as a candidate for the office of “member” of the Board of Education
 - ✓ State the term of office correctly – full term or unexpired term of vacant seat on school board
 - ✓ Fill in the election date of “April 4, 2023” in the blank “for the Consolidated Election to be held on _____ (date of election).”

Properly Collect **Qualifying Signatures**

- Circulator must witness each person sign the Petition Sheets
- Each Petition Sheet can only be circulated by one person collecting the signatures for that Sheet
- Illegible voter signatures – have signers print and sign Petition Sheets
- A person cannot sign a nominating petition sheet for another voter
- Not enough valid signatures - collect more than minimum
- Unqualified voters signing petition sheets - signers must be registered voters in the school district

Completing a **Statement of Candidacy Form**

Each candidate must complete and file a Statement of Candidacy

- The form of the candidate's name, as printed and signed, should match the name as printed in the heading of the candidate's Petition Sheets.
- The candidate's address and the office of "member of the board of education" [or "director", if district has school directors] should also be the same as printed in the heading of the Candidate's Petition Sheets.
- After completing the form, the candidate must sign the Statement of Candidacy before a notary public.
- The Statement of Candidacy is filed with the Petition Sheets as the nomination papers of the candidate.
- The recommended Statement of Candidacy form for school board member candidates is the "Non-Partisan" State Board of Election form P-1A.

The link for the form is available at:

[https://www.elections.il.gov/agencyforms/3%20Statement%20of%20Candidacy%20Forms/Statement%20of%20Candidacy%20\(Nonpartisan\)%20P-1A.pdf](https://www.elections.il.gov/agencyforms/3%20Statement%20of%20Candidacy%20Forms/Statement%20of%20Candidacy%20(Nonpartisan)%20P-1A.pdf)

Completion and Filing of Statement of Economic Interests

Mandatory: One of the 3 documents required to be filed by a candidate.

Form: Statement of Economic Interests forms can be obtained from your county clerk's office.

Filing the Form: The completed Statement of Economic Interests form must be filed with the county clerk in the county in which the principal office of the school district is located. (5 ILCS 420/4A-106)

Filing the Receipt: Each candidate must file a receipt indicating that they have filed a Statement of Economic Interests as required by the Illinois Governmental Ethics Act. (10 ILCS 5/10-5; 5 ILCS 420/1-101, et seq.)

NOTE: The receipt is not required if the Statement of Economic Interests is filed with the same officer with which the nominating papers are filed (i.e. county officers).

Preparation and

Filing Nominating Petitions

After you and/or your circulators have gathered the required number of signatures:

- ✓ Have each person(s) who collected the signatures on each Petition Sheet appear before a notary public and sign the Circulator's Affidavit at the bottom of each Petition Sheet
- ✓ Securely fasten your original Statement of Candidacy and Petition Sheets together
- ✓ Consecutively number each page of the petition sheets at the bottom of each sheet, starting with "1"
- ✓ Make copies and fasten a second set of all your documents and have the clerk give you a "receipted", stamped copy when you file

Reminders & Mistakes to Avoid

Petition Filing

Filing? Consult the Candidate Checklist Page 13, 2023 Candidates Guide

- ✓ Securely fasten **Statement of Candidacy** and your **Petition Sheets** and consecutively number the Petition Sheets
- ✓ File **Statement of Economic Interests** properly with the County Clerk and file the receipt with your Statement of Candidacy and your Petition Sheets

Spending Money on the Campaign & Receiving Contributions? *You may have to file **disclosure reports**.* Page 19, 2023 Candidates Guide

Petition Filing Where & When?

2023 SCHOOL BOARD ELECTION DEADLINES



Candidates for the April 4, 2023 school board election **signed nominating petitions** due to the county clerk's office or the county board of election commissioners **between December 12 and 19, 2022.**



Last day to file
**objections to
nominating petitions**
(December 27)



Last day to file a
**withdrawal of
candidacy form**
(January 26)



Last day to file a
**declaration of intent
as a write-in candidate**
(February 2)

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Other Issues to Be Aware of

- *At large vs. congressional township* seat residency qualifications

Vacancies

- *Vacancy* timelines – unexpired term is filled at election *unless* vacancy occurs:
 - ✓ Less than 868 days remaining in term OR
 - ✓ Less than 88 days before next regularly scheduled election

Write-In Candidates

- *Timing is everything...* Grab the guide from the *2023 Candidates Guide*, page 11.

Resource Links

- Key April 2023 Election Dates and Candidate Forms:
<https://www.elections.il.gov/DocDisplay.aspx?Doc=/Downloads/ElectionOperations/PDF/2023CanGuide.pdf&MID=624>
- 2023 Candidates Guide (SBE): <https://www.iasb.com/memberships-and-divisions/school-board-elections/>
 - ✓ Board of Education Members Guide & Petition Forms Links: Page 42
 - ✓ Candidate Checklist: Page 12
 - ✓ Contributions & Disclosure: Page 19-20
 - ✓ Write-In Candidates: Page 11
- “Getting on, and Staying on, the ballot” <https://www.iasb.com/about-us/publications/journal/2016/september-october/getting-on,-and-staying-on,-the-ballot/>
- Qualifications & Characteristics of School Boards: <https://www.iasb.com/memberships-and-divisions/school-board-elections/information-for-candidates/>
- Webinar & Other Election Related Helps: www.iasb.com/elections
- Conflict of Interest & Incompatible Offices FAQ <https://www.iasb.com/policy-services-and-school-law/guidance-and-resources/>

Additional Resources at IASB.com

- **Free pamphlets and tools**

Guide to Recruiting School Board Candidates

Understanding School Finance

*Qualifications and Characteristics
of School Board Members*

Board Member Turnover

Insights into What School Boards Do

- **Key election dates, legal references**

- **School board governance basics**

