

How to Navigate Running for School Board

Petition Circulation &
Critical School Board
Election Information

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Today we will share:

- Insights into the work of the Board of Education and Characteristics of Board Members
- Tools to Navigate the 2025 School Board Election
- 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



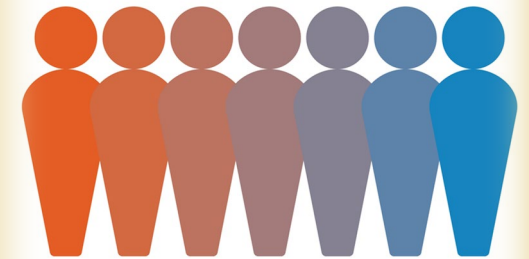
Foundational Principles of Effective Governance

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.



Board Work = ENDS

- Governs the school district
- Who? What? How much?
- Decide by voting at a convened meeting
- Identify expectations and intended results

Superintendent Work = MEANS

- Manages the school district
- How? When? Where? By whom?
- Recommend and Implement
- Lead staff to improved performance & board policy compliance

Work of a school board member



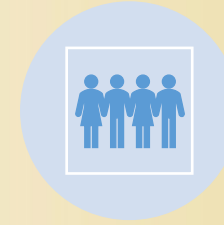
**PREPARES FOR THE
BOARD MEETING**



**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

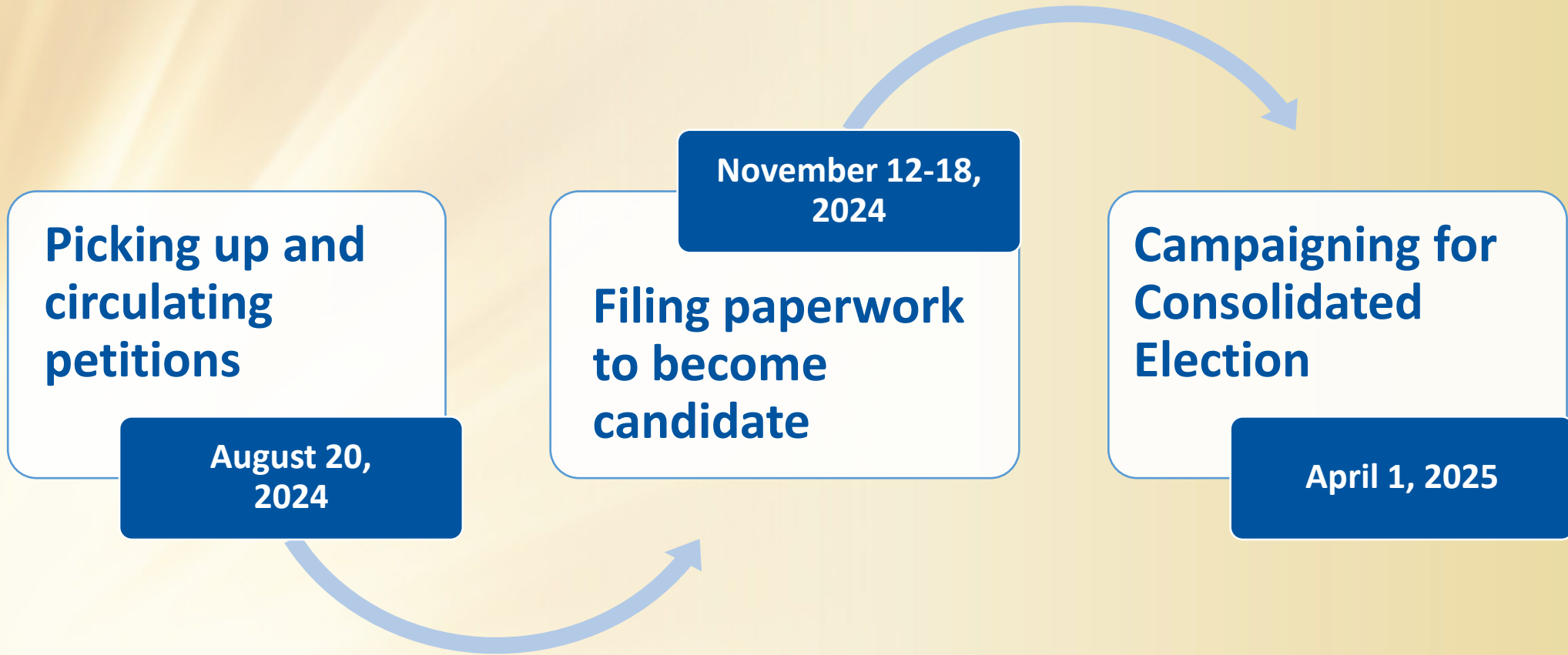
Will you actively work to inspire all constituents to have confidence in local public schools?

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?

<input type="checkbox"/>	yes
<input type="checkbox"/>	no
<input type="checkbox"/>	maybe

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:

1. Your signature Petition Sheets
2. Your Statement of Candidacy, and
3. 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? *Pages 52-53, 2025 Candidates Guide*
- “Print” name on candidate's petition sheet
- State the office correctly on all petition sheets
- State the term of office correctly – full term or unexpired
- Consecutively number each page of the petition for nomination
- Sign each nomination petition before a notary public

Reminders & Mistakes to Avoid

Properly collect qualifying signatures

- Each person signing a petition in presence of the circulator
- Illegible voter signatures
- Signing nominating petition sheet for another voter
- Not enough valid signatures
- Unqualified voters signing petition sheets

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):

1. Insert the full name and number of your school district
2. 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)
3. “Print” or type your name and residence address in the school district on candidate’s petition sheet
4. State the office correctly on all petition sheets as a candidate for the office of ”member” of the Board of Education
5. State the term of office correctly – full term or unexpired term of vacant seat on school board
6. Fill in the election date of “April 1, 2025” in the blank “for the Consolidated Election to be held on _____ (date of election).”

Completing a Statement of Candidacy Form

Each candidate must complete and file a Statement of Candidacy

1. 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.
2. 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.
3. After completing the form, the candidate must sign the Statement of Candidacy before a notary public.
4. The Statement of Candidacy is filed with the Petition Sheets as the nomination papers of the candidate.
5. 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 the 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:

1. 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.
2. Securely fasten your original Statement of Candidacy and Petition Sheets together.
3. Consecutively number each page of the petition sheets at the bottom of each sheet, starting with "1"
4. 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 15, 2025 Candidates Guide)

1. Securely fasten **Statement of Candidacy** and your **Petition Sheets** and consecutively number the Petition Sheets
2. 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**. (Pages 23-24, 2025 Candidates Guide)

Petition Filing

Where & When?

2025 SCHOOL BOARD ELECTION DEADLINES



Candidates for the April 1, 2025 school board election **signed nominating petitions** due to the county clerk's office or the county board of election commissioners **between November 12 and 18, 2024.**



Last day to file
**objections to
nominating petitions**
(November 25)



Last day to file a
**withdrawal of
candidacy form**
(January 23)



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

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! See the *2025 Candidates Guide*, page 13.

Additional Resources at IASB.com

- Guide to Identifying, Recruiting Future Board Members
- A School Board Member's Approach to the Job
- How School Boards Work
- Key election dates, legal references
- School board governance basics

