

## SCHOOL BOARD ELECTIONS

To prepare for candidate filing, the district will:

1. Prior to the sixteenth Tuesday before the election, publish notice in a newspaper of general circulation of the opening and closing filing date, the positions to be filled, the length of terms and the proper place for filing. (See *BBB-AF1*.)
2. Furnish a declaration of candidacy form for every term length for which the district will file. (See *BBB-AF2*.)
3. Furnish a written notice to candidates of their obligation to file a personal financial disclosure statement. (See *BBB-AF3*.)
4. Furnish a summary of laws from the Missouri Ethics Commission to candidates.
5. Furnish a written statement for the candidates to sign acknowledging that they have received the Missouri Ethics Commission's summary of laws and a written notice of their obligation to file a personal financial disclosure statement. (See *BBB-AF3*.)
6. Clearly designate where candidates must form a line to file.
7. Optional: If the district has chosen to place candidates who file on the first day on the ballot by random drawing, make sure there is a bowl of consecutive numbers from which the candidates may draw on the first day of filing.

When a candidate files for the election, the district will provide him or her with:

1. A copy of a summary of laws from the Missouri Ethics Commission.
2. Written notice of the candidate's obligation to file a personal financial disclosure statement, pursuant to state law.

When a candidate files for the election, the candidate must sign:

1. A declaration of candidacy form. If there is a position for less than a three-year term, the candidate must decide for which position he or she will run when filing and sign the corresponding declaration of candidacy form.
2. A statement acknowledging that he or she has received the Missouri Ethics Commission's summary of laws and a written notice of his or her obligation to file a personal financial disclosure statement. (See *BBB-AF3*.)

Certifying the election:

1. Not later than 5:00 p.m. on the tenth Tuesday prior to the election, the district must notify the election authority (county clerk) in writing of the election, specifying the name of the school district and providing the legal notice required to be published

prior to the election (date and time of the election and sample ballot). The notice may be accepted by facsimile if the original copy of the notice and certified copy of the legal notice to be published is received within three (3) business days from the facsimile transmission.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

Implemented:

Revised:

Phelps Co. R-III School District, Edgar Springs, Missouri

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