



Indiana School Boards Association

One North Capitol • Suite 1215 • Indianapolis, IN 46204-2225
Phone (317) 639-0330 • Fax (317) 639-3591 • www.isba-ind.org

Executive Director
Dr. Frank A. Bush
fbush@isba-ind.org

General Counsel
David J. Emmert
demmert@isba-ind.org

Director of Board Services
Michael T. Adamson
madamson@isba-ind.org

Staff Attorney
Lisa F. Tanselle
ltanselle@isba-ind.org

Labor Consultant
Dr. Nelson L. Miller
nmiller@isba-ind.org

Staff Attorney
Julie M. Slavens
jslavens@isba-ind.org

Supervisor of Conferences
Mary A. Wagers
mwagers@isba-ind.org

TO: All Interested Parties
FROM: Lisa F. Tanselle, Staff Attorney
RE: School Board Candidate Election Procedures, 2010*

I. Dates to Follow

A. Primary Election (May 4, 2010)

January 20, 2010 First day for filing Petition of Nomination with Clerk of Circuit Court. (IC 3-8-2-4)
12:00 Noon Last day and hour for filing Petition of Nomination with Clerk of Circuit Court.
February 19, 2010 (IC 3-8-2-4)

B. General Election (November 2, 2010)

July 21, 2010 First day for filing Petition of Nomination with Clerk of Circuit Court. (IC 20-23-4-29)
12:00 Noon Last day and hour for filing Petition of Nomination with Clerk of Circuit Court.
August 20, 2010 (IC 20-23-4-29)

II. Election Procedures

A. Petitions of Nomination

Petitions of nomination are available from and must be filed with the clerk of the circuit court of each county. (Some counties have established county voter registration offices. School board candidates residing in these counties must obtain and file any petitions of nomination with the county voter registration office as opposed to the circuit court clerk's office.) Candidates seeking election in a school corporation that is located more than one county must file their petitions with the clerk of the circuit court of the county that contains the greatest percentage of population of the school corporation.

The petitions are self-explanatory but basically require the candidate's signature and the signature of at least ten registered voters residing within the boundaries of the school corporation. (In some counties, more signatures are required. Candidates should check with the circuit court clerk to determine the number of signatures required.) Where the governing body selection plan requires residence in a specific district or voting in a specified district for any board member office, the petition must clearly state the residence or electoral district from or for which the individual is a candidate. (IC 20-23-4-29)

B. Campaign Financial Statements

Any school board candidate who receives \$500 or less in contributions or spends \$500 or less as a candidate is not required to file campaign finance reports. Any candidate who exceeds these amounts is is required to file such reports and is subject to additional election law procedures, such as the designation of a principal committee and the appointment of a chairman and treasurer of such committee. (IC 3-9-1 & IC 3-9-5.) Please contact your county election board for information on the filing of these reports and other additional requirements. Campaign financial information may also be found on the website of the Secretary of State, Election Division, at www.in.gov/sos/elections.

***This memo is for informational purposes only. CONTACT YOUR COUNTY ELECTION BOARD TO VERIFY THE ABOVE DATES AND STATUTORY REQUIREMENTS.**

C. Campaign Violations

Among the criminal offenses for campaign violations are: filing a fraudulent petition of nomination; filing a fraudulent campaign financial statement; and failing to file a campaign financial statement. (IC 3-14-1)

NOTE: Any school board candidate who receives more than \$500 in contributions or spends more than \$500 as a candidate is also subject to civil penalties for failure to file reports required by law. (IC 3-9-4)

D. Applicable Laws

IC 3-9-2 (campaign contributions); IC 3-9-3-2.5 (advertisement notice); IC 3-9-4 (election boards' duties); IC 3-10-6 (school district elections in all cities; towns having a population of 3,500 or more; and towns in Marion County); and IC 3-14-1 (campaign violations).

E. Additional Information

Candidates should contact the county election board (or circuit court clerk) with any questions regarding dates, procedures, and completing the proper forms. Candidates may also contact the Indiana Election Division at 317/232-3939 or toll-free at 800/622-4941 or access the website of the Secretary of State, Election Division, at www.in.gov/sos/elections.

III. Eligibility Requirements

A. Voter Registration

A person is not qualified to run for:

- (1) a state office;
- (2) a legislative office;
- (3) a local office; or
- (4) a school board office;

unless the person is registered to vote in the election district the person seeks to represent not later than the deadline for filing the declaration or petition of candidacy or certificate of nomination. (IC 3-8-1-1(b))

B. Felony Conviction

A person is disqualified from assuming or being a candidate for an elected office if, among other things, the person has been convicted of a felony that has not been pardoned, reversed, vacated, set aside, or not entered because the trial court did not accept the person's guilty plea. (IC 3-8-1-5)

C. Multiple Lucrative Offices

A person may not hold more than one (1) lucrative office at a time, as provided in Article 2, Section 9 of the Constitution of the State of Indiana. (IC 3-8-1-3)

D. Residence

A candidate for a school board office must have resided in the school corporation for at least one (1) year before the election, unless a longer period is required under IC 20 (see, for example, IC 20-23-7-5). If a candidate is seeking to represent an election district that consists of less than the entire school corporation, the candidate must have resided in the election district for at least one (1) year before the election, unless a longer period is required under IC 20 (see, for example, IC 20-23-14-5). (IC 3-8-1-34)

E. Age

No person otherwise eligible to assume office as a member of a governing body shall be disqualified on the basis of age, if the individual is at least twenty-one (21) years of age. (IC 20-26-4-9)

F. Property Ownership

Property ownership shall not be a qualification for serving as a member of a governing body. (IC 20-26-4-10)

G. School Corporation Employees

An individual who is employed as a teacher or as a noncertificated employee of the school corporation may not be a member of the governing body of the school corporation. (IC 20-26-4-11)



INDIANA PETITION OF NOMINATION AND CONSENT FOR SCHOOL BOARD OFFICE

State Form 47008 (R10 / 11-07)

Indiana Election Commission (IC 3-8-2-2.2; IC 3-8-6)

(CAN-34)

COUNTY: _____

INSTRUCTIONS: This petition is used to nominate candidates for school board office. Petitioners are not required to provide precinct and congressional district information. The county voter registration office will complete this information after the petition is filed. Each candidate must complete the Candidate's Consent on the reverse of this form. In a metropolitan school corporation, this petition must be signed by ten (10) registered voters residing in the same board member district as the nominee. (IC 20-23-7-8) In a community school corporation, this petition must be signed by ten (10) registered voters residing within the boundaries of the school corporation. (IC 20-23-4-29) Additional petition requirements apply in some corporations. **Consult your attorney if necessary.**

TO THE

_____ COUNTY CIRCUIT COURT CLERK OR THE LAKE OR TIPPECANOE COUNTY BOARDS OF ELECTION AND REGISTRATION:

Each of the undersigned represents that: 1) the individual resides at the address after the individual's signature; 2) the individual is a duly qualified registered voter in Indiana and 3) the individual desires to be able to vote for the candidates listed below; and each of the undersigned respectfully requests you to place the following names of legally qualified candidates on Indiana's Primary or General Election Ballot for a school board office to be held on the following date: (check one box) **May 6, 2008 (primary election)** **November 4, 2008 (general election)**

| | Candidate Name <i>(See Consent on reverse of form for candidate name requirements)</i> | Complete Candidate Address <i>(If different from residence, include mailing address)</i> | Office Sought <i>(Include election district name or number)</i> |
|---|---|---|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

| SIGNATURE | PRINTED NAME First Last | DATE OF BIRTH MM/DD/YYYY | RESIDENCE ADDRESS (No P.O. Boxes) Number Street Apartment | CITY or TOWN & ZIP CODE | Precinct / Ward | Voter Registered |
|-----------|----------------------------|-----------------------------|--|-------------------------|-----------------|------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |

CONSENT OF CANDIDATE NOMINATED BY PETITION

I, the undersigned, am a candidate for the office of school board member of _____
Insert name of school corporation, including any election district designation

I give my written consent under IC 3-8-6-12 to the circulation and filing of a petition under IC 3-8-6 to place my name on the ballot at the same time as the primary or general election to be held
 (check one box) May 6, 2008 (primary election) November 4, 2008 (general election), designated as a candidate for this office. I meet all qualifications for this office, including residency requirements and do not have a criminal conviction that would prevent me from serving.

I request that my name on my voter registration record be the same as the name on this petition of nomination and consent, and that a copy of this form be forwarded to the county voter registration office for any necessary change. (The candidate's name must comply with the requirements in Indiana Code 3-5-7. If a candidate's name does not comply with this state law, the declaration may be challenged under Indiana Code 3-8-4-2. A candidate may use a nickname on the ballot only if the nickname is a name by which the candidate is commonly known and does not exceed 20 characters. EXAMPLE: John R. (Jack) Doe A candidate may not use a title or degree as a designation that implies a title or degree.)

| | |
|------------------------|--|
| Signature | Telephone () () |
| Date signed (MM/DD/YY) | Telephone () () |

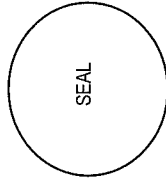
I have been a candidate for a state or local office (other than school board office) in a previous primary, municipal, or general election. Yes No (Check one)
 If yes, I have filed reports required by IC 3-9-5-10 for all previous candidacies. Yes No (Check one)

I am aware of the provisions of IC 3-9 regarding campaign finance and the reporting of contributions and expenditures. I am aware of the requirement to file a campaign finance statement of organization with the appropriate county election board after the first of the following occurs:

- (1) I receive more than \$500 in contributions as a school board candidate, or
- (2) I spend more than \$500 in expenditures as a school board candidate.

| | |
|------------------------|--|
| Signature | Telephone () () |
| Date signed (MM/DD/YY) | Telephone () () |

STATE OF _____)
 COUNTY OF _____) SS:
 Subscribed and sworn to before me this _____ day of _____, 2008.



Notary Public or Other Official Administering Oath
 My Commission expires (applies only to Notary Public): _____
 County of Residence: _____

NOTE: If the name of more than one candidate is included on the petition, each candidate may attach a copy of the executed consent form above when the petition of nomination is filed.

| County Voter Registration Office Certification | | County Voter Registration Office Certification | |
|--|--|--|--|
| County: | Number of Valid Signatures: | County: | Number of Valid Signatures: |
| I certify that, in accordance with IC 3-8-6-10, I have reviewed the registration records of the petitioners on this petition and certify the above number to be registered voters of this County. Witness my/our hand and seal this _____ day of _____, 2008, at _____, Indiana. | I certify that, in accordance with IC 3-8-6-10, I have reviewed the registration records of the petitioners on this petition and certify the above number to be registered voters of this County. Witness my/our hand and seal this _____ day of _____, 2008, at _____, Indiana. | I certify that, in accordance with IC 3-8-6-10, I have reviewed the registration records of the petitioners on this petition and certify the above number to be registered voters of this County. Witness my/our hand and seal this _____ day of _____, 2008, at _____, Indiana. | I certify that, in accordance with IC 3-8-6-10, I have reviewed the registration records of the petitioners on this petition and certify the above number to be registered voters of this County. Witness my/our hand and seal this _____ day of _____, 2008, at _____, Indiana. |
| Signature 1 <input type="checkbox"/> Clerk of the Circuit Court or <input type="checkbox"/> Member of the Board of Registration | Signature 1 <input type="checkbox"/> Clerk of the Circuit Court or <input type="checkbox"/> Member of the Board of Registration | Signature 2 <input type="checkbox"/> Clerk of the Circuit Court or <input type="checkbox"/> Member of the Board of Registration | Signature 2 <input type="checkbox"/> Clerk of the Circuit Court or <input type="checkbox"/> Member of the Board of Registration |