



# New Jersey School Boards Association

## NOVEMBER ELECTIONS: IMPORTANT DATES

### 2017 School Board Candidacy & Election Dates

**Legislation, (P.L. 2011, c.202), signed by Governor Christie on Jan. 17, 2012 gives communities the option to change the date of the annual school board member election to November. Please check with your local board of education office to confirm the date of the 2017 Annual School Election in your community.**

#### CANDIDACY

##### May 16, 2017

Term begins for newly appointed board members in Type I districts (those with appointed boards) other than cities of the first class (those with a population of more than 150,000).

##### July 31, 2017

4 p.m. is the deadline for candidates to file nominating petitions with the county clerk.

##### August 4, 2017

Deadline for filing objections to Nomination Petitions for School Election Candidates with the county clerk

##### August 10, 2017

Deadline for Determination of Petition Challenge for School Election Candidates by the county clerk

##### August 10, 2017

Last day to amend a defective petition. The candidate may amend the petition to remedy the defect at any time before the date, but generally may not add signatures. The candidate may add his or her own signature if necessary to provide verification of the signatures on the petition, but only if the petition already contains ten valid signatures.

##### August 14, 2017

Deadline for Filing in Superior Court to Protect School Election Candidate's Rights.

##### August 14, 2017 – 3 p.m.

Drawing of Ballot Position for School Election Candidates by the County Clerk

##### September 8, 2017

Last day for a candidate to withdraw from the election. A signed, written notice must be filed with the county clerk.

##### November 7, 2017 - Annual School Election

NOTE: Board members must undergo criminal history record checks through the New Jersey Department of Education within 30 days of election or appointment.

##### January 1 – January 7, 2018

Newly elected board members are sworn in at annual board organizational meetings

##### January 31 – February 6, 2018

Last day to file Personal-Relative and Financial Disclosure forms with the Executive County Superintendent and Board Secretary.

For newly elected or newly appointed school board members, the deadline is 30 days after taking office.

#### CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

The New Jersey Election Law Enforcement Commission is the regulatory agency regarding campaign contributions. ELEC conducts Treasurer Training seminars.

Information about the seminars and all manuals and reporting forms can be found on the ELEC website at [www.elec.state.nj.us](http://www.elec.state.nj.us). Questions about campaign contributions should be directed to ELEC at (609) 292-8700.

- School board candidates who receive any contribution (including their own funds), regardless of the amount, must appoint a treasurer and open a campaign bank account for the purpose of receiving contributions and making expenditures. This action must take place no later than the date on which that candidate first receives any contribution or makes or incurs any expenditure in connection with an election.
- No later than 10 days after appointing a treasurer and opening a campaign bank account, a candidate must file a Certificate of Organization and Designation of Campaign Treasurer and Depository form with the New Jersey Election Law Enforcement Commission. This form lists the candidate, chairperson (if one is appointed), treasurer and bank or depository information.

#### CAMPAIGN REPORTING SCHEDULE

##### WHO IS REQUIRED TO FILE

**Individual candidate:** Those expecting to spend more than

\$5,100, or who receive more than \$300 in contributions from any one source or any cash contributions.

**Joint campaigns:** The reporting thresholds for candidates conducting a joint campaign are \$9,700 for two candidates and \$14,000 for three or more candidates.

**October 9, 2017** – Last day to file the 29-Day Pre-Election Report  
**October 27, 2017** – Last day to file the 11-Day Pre-Election Report  
**November 27, 2017** – Last day to file the 20-Day Post-Election

##### Report

**April 15, 2018** – Last day to file first quarterly report for a candidate planning to participate in a future election. If a candidate does not plan to participate in a future election, the candidate must certify the 20-day post-election report as the final election fund report.

**October 25, 2017 – November 7, 2017** – Any contribution in excess of \$1,600 from any one source received between these dates must be reported within 48 hours of receipt. A similar reporting obligation is applicable for certain expenditures of more than \$1,600 made in this timeframe.

NOTES: When an election deadline falls on a weekend, it is automatically moved to the following Monday.

The Commissioner of Education has the authority to make certain changes to the school board member election and budget development calendar. NJSBA will update the Candidate Kit as necessary.

**Nominating Petition for Annual School Election (continued)**

**D. NOTICE**

All candidates are required by law to comply with the provisions of "The New Jersey Campaign Contributions and Expenditures Reporting Act," *N.J.S.A. 19:44A-1 et seq.* For further information, please call the Election Law Enforcement Commission, (609) 292-8700.

**E. CANDIDATE'S ACCEPTANCE/OATH OF ALLEGIANCE**

I \_\_\_\_\_, the candidate for membership on the Board of Education named in the foregoing petition, do hereby certify that I am qualified to be a member of the \_\_\_\_\_ Board of Education; that I consent to stand as a candidate for election and, if elected, agree to accept and qualify into that office. I further affirm and declare I am not disqualified as a voter pursuant to *N.J.S.A. 19:4-1*.

I further do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and to the Governments established in the United States and in this State, under the authority of the people. So help me God.\*

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
*SIGNATURE*

\_\_\_\_\_  
*NOTARY'S SIGNATURE*

\_\_\_\_\_  
*PRINTED OR TYPE NAME OF CANDIDATE*

*\*No individual is required to swear that part of an oath which states "So help me God" and may instead state "I do solemnly, sincerely and truly declare and affirm."*

**QUALIFICATIONS** - Candidates filing a nominating petition for board membership must meet the following qualifications:

- a citizen of the United States of America
- at least 18 (eighteen) years of age to qualify for office
- able to read and write
- a resident of the municipality from which he/she is to be elected for at least one year preceding the date of the election
- not disqualified as a voter pursuant to *N.J.S.A. 19:4-1*
- not disqualified from membership for the conviction of crimes pursuant to *N.J.S.A. 18A:12-1\*\**
- a registered voter in the district

**No board of education member shall be directly or indirectly involved in any contract with, or claim against, the board.**

**IMPORTANT INFORMATION**

- **\*\* Within 30 days of election or appointment to the board, a member must undergo a criminal history background investigation through the New Jersey Department of Education.**
- **The School Ethics Act and nepotism legislation impact the ability of board members who have relationships with school district employees to act in areas such as personnel and collective negotiations. Please consult your board secretary for details.**

*(Note: County clerks are encouraged to fill out this section prior to distribution to school board candidates.)*

Completed nominating petitions shall be filed with the county clerk on or before 4:00 p.m. July 31, 2017. The board office is located at (county clerk address) \_\_\_\_\_ and the days, dates and business hours during which the office is open to receive petitions are:

Received by: \_\_\_\_\_  
*COUNTY CLERK / DESIGNEE*

At: \_\_\_\_\_  
*TIME DATE*

**NOVEMBER SCHOOL ELECTION NOMINATING PETITION**

*Some County Clerks have their own nominating petitions. Please contact your county clerk for details.*

TO: \_\_\_\_\_, County Clerk of the \_\_\_\_\_ County  
(name of county clerk) (name of county)

**A. NOMINATING STATEMENT:**

We, the undersigned, are qualified voters of \_\_\_\_\_ School District of \_\_\_\_\_  
\_\_\_\_\_ (Municipality) in \_\_\_\_\_ (County), New Jersey. We hereby endorse (Name  
of Candidate) \_\_\_\_\_, whose address is (Street and Number, Post Office) \_\_\_\_\_  
\_\_\_\_\_, as a candidate for membership on the Board of Education representing (Name of  
Municipality) \_\_\_\_\_, for the (Full or Unexpired) \_\_\_\_\_ term of (Number  
of Years) \_\_\_\_\_ years, and we hereby request that the name of said candidate be printed on the official ballot  
to be used at the ensuing election for the Board of Education to be held November \_\_\_\_, 20\_\_.

**B. SIGNATORIES:**

(At least ten signatures, one of which may be the candidate's, are required to nominate a candidate.) We, the undersigned  
petitioners, hereby certify that the said (Name of Candidate) \_\_\_\_\_ is legally qualified under the laws of the State  
to be elected a member of the \_\_\_\_\_ Board of Education.

	<i>PRINTED NAME</i>	<i>ADDRESS</i>	<i>SIGNATURE</i>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

**C. AFFIDAVIT**

\_\_\_\_\_, circulator of this nominating petition, being duly sworn or  
affirmed according to the law on oath, deposes and says: The above petition is signed by each of the signers thereof in his/her  
own handwriting the signers are, to my best knowledge and belief, legally qualified to vote at the school district election for  
which the candidate is nominated, and that the petition is prepared and filed in absolute good faith for the sole purpose of  
endorsing the candidates and placing the candidate's name on the official ballot in order to secure election as a member of the  
Board of Education. The circulator further affirms that he/she is eligible to vote in the state of New Jersey, and meets the age,  
citizenship and in-residency requirements as required by New Jersey law.

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*NOTARY'S SIGNATURE* \_\_\_\_\_  
*SIGNATURE OF PETITIONER (listed on the line  
above in this section)*

**(OVER)**