

SCHOOL BOARD ELECTIONS

To prepare for candidate filing, the Board secretary or designee 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. Prepare a declaration of candidacy form for every term length for which the candidates may file so that the form is ready to provide to candidates. (See *BBB-AF2*.)
3. Prepare a written notice to candidates of their obligation to file a financial interest statement so that the form is ready to provide to candidates. (See *BBB-AF4*.)
4. Obtain a summary of laws from the Missouri Ethics Commission (MEC) to provide to candidates.
5. Prepare a written statement for the candidates to sign acknowledging that they have received the MEC's summary of laws and a written notice of their obligation to file a financial interest statement. (See *BBB-AF3*.)
6. Obtain copies of the Missouri Department of Revenue's Candidate's Affidavit of Tax Payments and Bonding Requirements form to provide to the candidates.
7. Clearly designate where candidates must form a line to file.
8. Random Drawing Option: 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 container 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 MEC.
2. Written notice of the candidate's obligation to file a financial interest statement, pursuant to state law.
3. A copy of the Missouri Department of Revenue's Candidate's Affidavit of Tax Payments and Bonding Requirements form.

FILE: BBB-API
Critical

When a candidate files for the election, the candidate must sign the following documents, which will be kept in the district's files:

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. (See *BBB-AF2*.)
2. A statement acknowledging that he or she has received the MEC's summary of laws and a written notice of his or her obligation to file a financial interest statement. (See *BBB-AF3*.)

Certifying the Election

Not later than 5:00 p.m. on the tenth Tuesday prior to the election, the district must notify the election authority (county clerk or election commission) 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 are received within three business days from the facsimile transmission.

No Election

If the number of candidates filing at no time exceeded the number of positions to be filled in the election, there will be no election. Instead, the Board secretary or designee will notify the election authority by letter that there will not be an election in accordance with law. (See *BBB-AF5*.)

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

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Cole County R-I School District, Russellville, Missouri