

Section: School Board Governance and Operations
Title: School Board Elections
Number: BBB-AP1 – Critical
Adopted: January 10, 2013
Revised: January 25, 2018

To prepare for candidate filing, the Board secretary or designee will:

1. Prior to the fifteenth 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.
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.
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.
4. Obtain a summary of laws from the Missouri Ethics Commission to provide to candidates.
5. Prepare 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 financial interest statement.
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.

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.
3. A copy of the Missouri Department of Revenue's Candidate's Affidavit of Tax Payments and Bonding Requirements form.

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.
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 financial interest statement.

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 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 is received within three (3) 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.

Park Hill School District, Platte County, MO