

DECIDING TO RUN FOR SCHOOL BOARD

Decision to run should be made by the middle of February. There must be time to order your candidate packet and to circulate and turn in the signed petitions. Petitions will get you on the ballot in the primary election.

REQUIREMENTS TO GET ON THE BALLOT: Petition/Affidavit & Financial Interest Form (filed with school AND the county). **NOTES:** Petition must be signed by at least 10 qualifying residents in the District/Region. (try to get 20 signatures). If you spend/receive more than \$250 you will need to follow campaign finance reporting rules.

ELECTIONS:

- *Primary (in the spring)* ~this is the election that determines who will be on the ballot for the final vote in November. If you do not get enough votes, your name will not be on the ballot in November. **HOWEVER**, you're not out yet! You can still run a write-in campaign!
- *General (November)* ~this is the election that determines who wins.

If you are elected: The courthouse will send you a letter for your acceptance. You will be sworn in at the school board meeting in December and will be a voting member at the December meeting.

REQUIREMENTS TO RUN:

- At least eighteen (18) years of age as of the date of the November municipal election
- Good moral character
- U.S. citizen domiciled in Pennsylvania and Resident of the school district for at least one (1) year prior to the date of the November municipal election (or prior to appointment if appointed) and must continue to reside during their term
- Must have no record of conviction for any felony offense, or any misdemeanor offense involving dishonesty or other "moral turpitude". A federal law known as the Hatch Act prohibits all federal employees and employees of state or local governments whose positions are funded entirely from federal sources from being candidates in partisan political elections for public office, including school boards.
- The office of school director is designated as incompatible with most other local government elective offices; incompatible offices cannot be held simultaneously. The Hatch Act does not prohibit holding elective office if appointed to fill a vacancy
- Active-duty military, including reservists serving on active duty, are prohibited by federal law and Department of Defense regulations from running for or holding partisan political office
- School directors cannot be employed by their school district during the term for which elected
- Understand the duties and responsibility of school boards
- You must reside in the school district/region in which you are elected. If you move out of the area during your term, you will need to resign.

UNDERSTANDING WHAT A SCHOOL BOARD DOES

There are a total of 9 directors on the school board that will:

- Adopt annual budgets and curricula
- Hire administrators/solicitor
- Set policies
- Negotiate contracts
- Attend monthly meetings. There are typically 2 meetings each month.
 - One evening during the first week of the month will be the Work Session meeting. The Work Session is a meeting where things are discussed before they are put on the Board Meeting Agenda. This meeting typically lasts 1-2 hours.
 - One evening during the second week of the month will be the Board Meeting. This meeting is where things are voted on that were previously discussed. This meeting typically lasts around 1 hour.
 - If there are private matters to be discussed, an Executive session may be called before or after the meeting. Executive session discussions are closed to others and are not to be shared outside of the Board.
 - There are also Committees that Board Members can be on (Building & Grounds; Policies, Public Relations, etc). Committee meetings usually meet quarterly or when needed.
- Review email correspondence. The school will provide each director with an email address that will be posted publicly for the community to contact you with concerns
- Newly elected school board directors will be required to complete a 5-hour training through PSBA. This training will be an overview of school governance and the role of the school board, an introduction to school finance and board policy, as well as an overview of legal implications of the Sunshine Act conflicts of interest and ethics
- When elected, the school will ask you to sign a NDA (Non-Disclosure Act). IF you sign it, Read it carefully before signing!

A helpful resource for candidates can be found at <https://www.takebackourschoolspa.org>

For more information and tips on completing the petition form, campaign finance and other information, visit www.tiogacountypa.gov and select the “running for office” link.