



New Jersey School Boards Association

How to Become a School Board Member

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



March 2012

Dear Prospective School Board Candidate,

Congratulations! By requesting the 2012 School Board Candidate Kit, you have taken the first step toward filling a vital role for your community – that of a school board member.

Serving on a school board has become increasingly complex. Rest assured, however, if

you're elected or appointed to your school board, you won't "go it alone." The New Jersey School Boards Association, a service organization with a mission to train, assist and represent the state's local boards of education, will be with you every step of the way.

NJSBA's staff stands ready to provide you with the assistance, training and information that you need to be an effective leader for your community's schools.

We provide expert information on the responsibilities of school board membership – in print, online, over the phone and in person. We strongly encourage school boards to fully utilize the expertise of our staff of attorneys, policy and labor specialists, and field service representatives.

NJSBA also advocates for local boards of education in Trenton, on Capitol Hill, in the courts, and in the court of public opinion. If an issue arises that may affect the governance and operations of your district, you can be sure that NJSBA will be there representing your interests.

I trust this kit will provide you with the tools necessary to assist you with school board candidacy.

I invite you to take part in the candidate briefings that NJSBA will hold in-person and online to learn even more about the responsibilities of serving on a board of education. These free programs, conducted by our experienced staff, will give you a broader understanding of what to expect if you are elected to serve as a school board member. For information about the candidate briefings, call NJSBA toll free at (888) 886-5722, ext. 5244, or check online at www.njsba.org/candidacy.

Sincerely,

Raymond R. Wiss
President

Legal Requirements

To become a member of a local board of education in New Jersey, you must—

- Be able to read and write
- Hold U.S. citizenship and one year's residency in the school district
- Be registered to vote in the district before filing the nominating petition
- Have no interest in any contract with, or claim against, the board
- Not hold office as mayor or member of the municipal governing body or, in the case of county school districts, the county governing body
- Not simultaneously hold two elective offices
- Not be disqualified from membership for the conviction of certain crimes. (Within 30 days of election or appointment to the board, a member must undergo a criminal history background investigation through the state Department of Education.)

Getting Elected to the School Board

School districts that elect board of education members are called "Type II" districts. On Tuesday, November 6, 2012 – the General Election – district voters elect school board members for terms of three years. To be included on the ballot, you must:

- Complete a nominating petition that includes the signatures of at least 10 qualified voters living within the district (one of which may be your own). A petition form is included in this kit. However, certain county clerks have their own nominating petitions which vary from NJSBA's. Please contact your county clerk for details. The petition must be submitted to the county clerk on or before 4 p.m. June 5, 2012, the day of the primary election for the 2012 General Election.
- Adhere to all state requirements to file campaign-expense reports with the New Jersey Election Law Enforcement Commission (ELEC).

You can garner support for your candidacy by communicating your goals and aims for the schools to the electorate.

Nominating Petitions

Each candidate for election, including incumbents, must be nominated directly by petition, signed by at least ten people (one of whom may be the candidate).

How to Become a School Board Member

Each nominating petition, addressed to the county clerk, must state the following:

- That the signers are qualified voters in the school district
- The name, residence and post office address of the candidate and the office for which the candidate is endorsed
- That the signers endorse the candidate and ask that his or her name be printed on the ballot
- That the candidate is legally qualified to be a school board member

The nominating petition also contains a notice advising candidates that they are required to comply with the New Jersey Campaign Contributions and Expenditures Reporting Act.

The nominating petition includes a section where one of the signers makes a sworn statement verifying that the petition is prepared in good faith, signed by each of the signers in his or her own handwriting, and that he or she believes that the signers are duly qualified voters in the school district. The candidate, if he or she is one of the signers of the petition, may also make the verification.

The nominating petition also includes a section where the candidate must include a signed statement certifying that he or she is qualified to be a school board member, consents to be a candidate, will accept the office if elected, and is not disqualified as a voter.

Nominating petitions for the November school election must be filed with the county clerk on or before 4 p.m., Tuesday, June 5, 2012.

Reporting of Expenditures

The New Jersey Campaign Contributions and Expenditures Reporting Act requires all school board candidates who receive any contribution (including their own funds), regardless of the amount, to file a Certificate of Organization and Designation of Campaign Treasurer and Depository form with the Election Law Enforcement Commission (ELEC). Candidates may be required to complete other ELEC forms. The deadlines to file various campaign-contribution forms are listed in the flier, "Important 2012 School Election Dates," enclosed in NJSBA's School Board Candidate Kit.

ELEC is the regulatory agency regarding campaign contributions. Board candidates may contact ELEC or go online to obtain the Compliance Manual for Candidates, which provides full instructions and reporting forms. Questions and requests for information should be directed to ELEC at (609) 292-8700, or visit its website at www.elec.state.nj.us.

Campaign Materials

Candidates and committees subject to the New Jersey Campaign Contributions and Expenditures Reporting Act are required to include "Paid for by" language in all campaign materials. "Paid for by" language must include the name and address of the commit-

tee, individual or group, and clearly state that the entity financed the communication. Examples of "Paid for by" language may be found in ELEC's Compliance Manual.

Appointed School Boards

Most school boards in New Jersey are elected. However, some school districts (called "Type I" districts) have board members appointed by the mayor during April or June. Members of county vocational school boards are appointed by the County Board of Chosen Freeholders in October. Most Type I districts have either five or seven members; some have nine members. Appointed board members' terms of office depend on the size of the board.

Steps leading to appointment vary. For example—

- You may indicate your desire and ability to serve on the board to the mayor or to the county freeholders.
- Community organizations may recommend you to the mayor or freeholders.
- Your involvement in other community activities may demonstrate your willingness to assume a leadership role.

Serving on a School Board

As a member of the board of education, you will be expected to fulfill certain responsibilities, including—

1. Establishing goals for the public schools based on student educational needs, parent and community aspirations, state and federal standards and district financial resources.
2. Developing a philosophy of education that will become the basis for sound decisions that affect the governance of your community's schools.
3. Developing policies to guide the administration in managing the schools; developing bylaws to direct the board in carrying out its governance responsibilities.
4. Developing a community understanding of educational issues and school policies through the maintenance of effective communications systems.
5. Providing adequate financing for the district's present and future needs.
6. Ensuring quality education by providing adequate facilities and equipment.
7. Establishing conditions that enable the administration to recruit and effectively evaluate professional staff.
8. Engaging in board self-evaluation and inservice training programs for the purpose of providing well-informed leadership and sound decision-making.
9. Establishing a process for the board to negotiate in good faith with its employees, while representing community educational goals and financial interests.



10. Abiding by the oath of office for school board members.

You Should Also:

1. Understand that your responsibility is not to administer the schools, but to work with the board to see that the schools are well run.
2. Understand that education today is extremely complex.
3. Listen to opposing views and be able to defend the board’s philosophy and goals.
4. Be willing to invest the hours necessary to meet your responsibilities.
5. Serve out of a sincere desire to benefit the community rather than for personal glory or to carry out personal objectives.
6. Bear in mind that, as a state official, you have a responsibility to all the children in the state, not only to those in the local district.

About the NJSBA

The New Jersey School Boards Association was established by the state Legislature in 1914 to promote and encourage the best possible public education for every child in New Jersey. Every public board of education is deemed to be a member of the NJSBA by statute.

Association policies are determined by NJSBA’s Delegate Assembly, which is made up of school board members selected by their local boards. The Delegate Assembly meets twice a year. Association policy is implemented by the executive director and staff under the guidance of the officers and board of directors. Association committees, composed of interested board members, study particular issues and recommend courses of action to the Delegate Assembly.

Services to boards of education and individual board members include—

- Comprehensive technical assistance and inservice training
- Legislative information, action and liaison
- Consultation, action and information on policy, legal matters, legislation, labor relations, public relations and other school district functions
- A direct services program staffed by experts who offer on-site consultation, assistance and information
- Policy assistance and information
- Publications geared to school board member needs, including *School Leader*, NJSBA’s bi-monthly magazine, and *School Board Notes*, New Jersey’s weekly online education news report

For New Board Members

Required Training

New Jersey law requires that, during the first year of their first term in office, all board of education members complete training in the roles and responsibilities of school board membership. The NJSBA Board Member Academy offers a nationally acclaimed, intensive Orientation Conference that provides training on all areas of school board responsibility. (State law also requires board members to take additional NJSBA training in each of the subsequent two years of their first term in office, as well as within the first year after re-election or reappointment to additional terms.)

Information about these programs is provided through NJSBA’s newsletter, *School Board Notes*, online at www.njsba.org/sbn, and through direct mailings to members.

In addition to new and re-elected board member programs, the NJSBA Board Member Academy offers a full curriculum leading to basic and advanced certificates. Programs address topics such as labor relations, leadership skills, effective decision-making, policy-making, budgeting, community relations, school law and legislation.

For information on NJSBA services and training, visit the Association’s website at www.njsba.org.

FAQ

WHAT CANDIDATES WANT TO KNOW ABOUT BEING A SCHOOL BOARD MEMBER

Below are frequently asked questions from school board candidates.

What are the main responsibilities of board members?

The board of education adopts policies under which the school district operates; oversees the budget; approves the curriculum; hires and evaluates the superintendent; represents the public during contract negotiations; and serves as a communications link between the community and the school system. School board members must remember that they have no authority except that which results from participation in decisions of the board during an official meeting. Actions, promises or commitments made by individual board members are without legal basis and have no binding commitment upon the district. Board members should be aware that they are elected to represent the entire district in all matters pertaining to education, and not any one segment.

How much time does it take to be a school board member?

A survey by the National School Boards Association found 63 percent of board members spend 11 to 50 hours a month on board duties – with some dedicating even more time to the position. As a school board member, you will provide oversight of one of the largest operations in your community. By accepting this responsibility, you effectively agree to attend regular and special board meetings, to review the board packet in advance of meetings, and to keep yourself informed about the issues on which you will make decisions.

What is the relationship between the board and superintendent?

The function of the school board is not to run the schools, but to see that they are run effectively. The board establishes school district policy and goals and communicates those goals to the superintendent. The superintendent is accountable to the board, and all other staff members are accountable to the superintendent. Teamwork between the board and superintendent is essential. Board members should look to the superintendent for leadership and guidance on educational procedures.

What is the relationship between board members and teachers?

The board is responsible for adopting the policies, rules and regulations that define the responsibilities of teachers (as well as other school employees), and for approving all employment contracts. Observation and evaluation of teachers is the job of the superintendent and those supervisors to whom he or she delegates the responsibility. The board's role is to set standards, or expectations, in the form of policies that detail the criteria the superintendent should use in recommending and evaluating staff members.

Board members should treat teachers and other staff members with respect, and must always observe the chain of command, recognizing that the appropriate channel for board/staff communications is through the superintendent. Board members should also keep in mind that the board can appoint, transfer or remove employees only upon the recommendation of the superintendent.

Who decides how district money is spent?

The school budget is the district's financial plan, and reflects all program needs. The board's budgeting responsibilities include discussing these needs and setting the parameters for budget development. The superintendent then works with other staff members to draft a budget that meets board goals and student needs, complies with state regulations, and stays within the district's financial resources. The board adopts the budget after a public hearing. After the budget is finalized, the superintendent is responsible for administering it. The board provides financial oversight by signing off on the bill list to approve expenditures throughout the year.

Who hires and evaluates a district's superintendent?

The selection of a superintendent is considered to be one of the most significant

decisions a school board makes. A systematic procedure for selection should be used, requiring months of careful planning and well-organized steps in screening the most qualified candidates. In addition, state law requires that boards evaluate superintendents annually. An effective evaluation process is based on the achievement of specific, agreed-upon goals between the board and the superintendent.

When are executive sessions permitted?

All meetings of the school board are open to the public, except for specific topics that may be discussed in "executive," or closed session. Executive sessions are limited to matters deemed confidential, including matters that by law must remain private, such as student records; pending litigation; topics involving attorney-client privilege; discussion of land purchases; negotiations strategies; and personnel issues.

The purpose of an executive session must be announced prior to going into closed session. Only the specifically announced subject may be discussed. Minutes must be kept and approved at a subsequent meeting, and then released to the public when the need for confidentiality no longer exists.

Will I have a say in deciding what is taught and which textbooks are used?

The board is required by state law to approve courses of study, including all textbooks and materials. The board should ask its administrators to demonstrate how these curriculum materials will help students achieve the state's Core Curriculum Content Standards. The board establishes what will be taught, when and where it will be taught, to whom it will be taught, and with what materials. Administrators and teachers manage and carry out the instructional tasks.

Since the decision-making authority is vested in the board and not in the individual members, you will be successful in achieving your personal goals only if you can convince a majority of the members of the board that your proposals have merit. As a board member, you have an obligation to express your views and then to accept and support the board's final decisions.

Will I be involved in collective bargaining with employee unions?

Since 1968, school districts have been required to negotiate contracts with their employee unions. A board member may be directly involved in collective bargaining if he or she serves on the negotiations committee. The board sets the guidelines used by the district's bargaining representative (a committee of the board, or a professional negotiator), who regularly reports to and takes direction from the board. Board members participate in negotiations and vote on the final agreement, unless a conflict of interest prevents the board member from participating or voting.

How can a board remove poor employees? What is tenure?

State laws, union contracts and local district policies spell out employment, discipline and release procedures for all employees. The administration and board follow these procedures.

New Jersey's education tenure laws are particularly significant. Tenure is the right of certain employees to continuing employment after working in the district for three years and a day, and upon meeting certain criteria. Tenured employees may be dismissed for reasons such as inefficiency or unbecoming conduct, but that decision is made by the Commissioner of Education after state-level hearings, which take place only after the local board files "tenure charges" to remove the employee. (It is important to note that since September 1991, newly hired superintendents were no longer eligible for tenure, but work under a negotiated three-to-five-year contract. During the contract, superintendents have tenure protection.)



New Jersey School Boards Association

Important November Election Dates

Important 2012 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 school board member elections from April to November. Please check with your local board of education office to confirm the date of the 2012 school election in your community.

CANDIDACY—November School Elections

June 5, 2012

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

June 15, 2012

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.

September 7, 2012

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

November 6, 2012

November School Election/General 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 – 5, 2013

Newly elected board members are sworn in at annual board organizational meetings (first week in January).

January 31 – February 4, 2013

Newly elected or newly appointed school board members must file Personal-Relative and Financial Disclosure Form with the Executive County Superintendent and Board Secretary 30 days after taking office.

NOTE: This information is accurate as of March 30, 2012.

Information about the seminars and all manuals and reporting forms can be found on the ELEC website at 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 \$4,000, 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 \$7,600 for two candidates and \$11,000 for three or more candidates.

October 8, 2012 – Last day to file the 29-Day Pre-Election Report

October 26, 2012 – Last day to file the 11-Day Pre-Election Report

November 26, 2012 – Last day to file the 20-Day Post Election Report

October 24 – November 6, 2012 – Any contribution in excess of \$1,200 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 \$1,200 made in this timeframe.

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



New Jersey School Boards Association

Requirements of the NJ School Ethics Act

ATTENTION PROSPECTIVE SCHOOL BOARD CANDIDATES

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

The New Jersey **School Ethics Act** (*N.J.S.A 18A:12-21 to 18A:12-33*) requires local board of education members to

- File disclosure statements
- Avoid prohibited conduct
- Adhere to the Code of Ethics
- Undergo training in the responsibilities of school board membership

New Jersey administrative regulations (*N.J.A.C. 6A:28-1 et. seq.* and *N.J.A.C. 6A:32-3.2*) clarify school board members' responsibilities under the School Ethics Act. The basic requirements, as stated in the Act, are listed below.

DISCLOSURE

Within 30 days after taking office, school officials, including board members, must disclose sources of income and the employment or contractual relationship of relatives with the school district. In subsequent years of service, that filing must be completed by April 30. The disclosure statements are public records, kept by the executive county superintendent and the local school board secretary. The School Ethics Commission has access to the disclosure statements through the county office.

FINANCIAL DISCLOSURE

The Act's financial disclosure provisions require the reporting of only *sources* of income above a certain amount, but not the actual dollar amounts. Board members must report the sources of income for themselves and the members of their immediate families (spouse, and dependent children living in their household).

The financial disclosure statement must include—

- Sources of income exceeding \$2,000 for each family member during the prior calendar year. Interest or securities income need not be reported unless the family member retains more than 10% of the ownership or control of the financial institution or business organization.
- Sources of fees and honoraria earned by each family member during the prior calendar year, which totaled more than \$250 from a single source. Fees and honoraria are payments for such services as personal appearances, speeches or writing.
- Sources of gifts, reimbursements or prepaid expenses valued at more than \$250 from a single source that were received by each family member during the prior calendar year. Gifts from relatives need not be reported. Relatives include spouse, children, parents or siblings of the board member.

- Names and addresses of all business organizations in which the board member or a member of his or her immediate family had an interest during the prior calendar year. Interest in a business is defined as ownership or control of more than 10 percent of the profits, assets or stock of the business.

PERSONAL/RELATIVE DISCLOSURE

The law also requires board members to disclose the following:

- The name and position of any relative (spouse, child, parent, sibling) or person related to the board member by marriage and employed by the school district in which the board member serves.
- The nature of any contract between the district and the board member or his or her relative or person related to the board member by marriage.
- The name of any business that has a contract with the school board and with which the board member or relative has one of the following relationships: (1) The board member or relative is employed by the business; or (2) The board member or relative receives compensation from the business; or (3) The board member or relative has an interest in the business. Interest in a business is defined as ownership or control of more than 10 percent of the profits, assets or stock.

PROHIBITED CONDUCT

The School Ethics Act also establishes ethical standards of conduct which serve as guidelines for the activities of school officials, including school board members. The standards are summarized below:

- a. School officials or immediate family members cannot have an interest in any business, or engage in any business, transaction or professional activity that is in substantial conflict with school officials' duties.
- b. School officials cannot use or attempt to use their positions to obtain unwarranted privileges, advantages or employment for themselves or anyone else.
- c. School officials must excuse themselves from any matter in which their objectivity might reasonably be expected to be impaired because of the financial involvement of themselves, an immediate family member, or a business in which they have an interest. School officials must also excuse themselves from any matter where they have a personal involvement that is or creates a benefit to the school official or an immediate family member.

- d. No school official shall engage in any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of official duties.
- e. No school official may solicit or accept anything of value if given or offered for the purpose of influencing his or her official actions. This provision also applies to the official's immediate family members and to business organizations in which he or she has an interest. School officials, however, can solicit and accept campaign contributions if they reasonably believe the contributions are not given to influence their official actions.
- f. School officials cannot use or allow the use of their public office or any confidential information for personal financial gain or for the financial gain of either an immediate family member or business with which he or she is associated.
- g. A school official or business organization in which he or she has an interest cannot represent anyone other than the board in any matter pending before the board or involving the board. Labor union representational responsibilities are permitted.
- h. If a school official is a member of a particular group, he or she can vote on a matter that benefits that group so long as he or she is not benefited to a greater extent than other members of that group.
- i. An elected board member can request information for a constituent so long as there is no remuneration attached to the board member or the board member's immediate family.
- j. School officials and immediate family members may represent themselves in any proceeding in the school district that involves their personal (family) interests. (For example, this provision would permit a board member, acting as a parent, to contest his or her child's academic grade or discipline.)

CODE OF ETHICS

In addition, the School Ethics Act requires school board members to abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and

appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

- d. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

TRAINING

The School Ethics Act requires all school board members to complete a training program conducted by the New Jersey School Boards Association on the skills and knowledge needed to serve as a board member. The School Ethics Act requires the training to be completed during the first year of the board member's first term in office and to include information regarding the New Jersey Quality Single Accountability Continuum (NJQSAC). Additionally, board members must attend training on school governance in each of the subsequent two years of the board member's first term in office, as well as an advanced training program on relevant changes to New Jersey school law within the first year of a board member's re-election or reappointment to an additional term. Also a board member must complete a training program on harrassment, intimidation and bullying in the schools, within one year after being newly elected/appointed, or re-elected/reappointed. A board member is required to complete this program only once.

NJSBA provides this training through its Board Member Academy. For details on NJSBA's training programs, go to the "Training and Conferences" section of www.njsba.org or call (888) 88-NJSBA.



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NJSBA NOMINATING PETITION FOR NOVEMBER SCHOOL ELECTION

*Some County Clerks have their own nominating petitions which may vary from NJSBA's petition.
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 during the General Election on 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.

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

C. VERIFICATION

_____ being duly sworn or affirmed according to the law on his/her oath, deposes and
(Print Name of the Petitioner Swearing/Affirming)

says: That the above petition is signed by each of the signers thereof in his/her own handwriting; that the said signers are, to deponent's best knowledge and belief, legally qualified to vote at the school district election at which the candidate shall be voted for, and that the said petition is prepared and filed in absolute good faith for the sole purpose of endorsing the candidate therein named and placing the candidate's name on the official ballot in order to secure his/her election as a member of the Board of Education.

SWORN OR AFFIRMED AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 20____

NOTARY'S SIGNATURE

SIGNATURE OF SAME PETITIONER LISTED ON THE LINE ABOVE IN THIS SECTION. THIS PETITIONER MUST BE ONE OF THE SIGNATORIES NAMED IN SECTION B.

NJSBA NOMINATING PETITION FOR NOVEMBER 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, does hereby certify that he/she is qualified to be a member of the _____ Board of Education; that he/she consents to stand as a candidate for election and, if elected, agrees to accept and qualify into that office. He/she further affirms and declares he/she is 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 OF CANDIDATE

NOTARY'S SIGNATURE

PRINTED OR TYPEWRITTEN 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:

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

(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. on June 5, 2012, the day of the primary election. The county clerk 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**

* 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.



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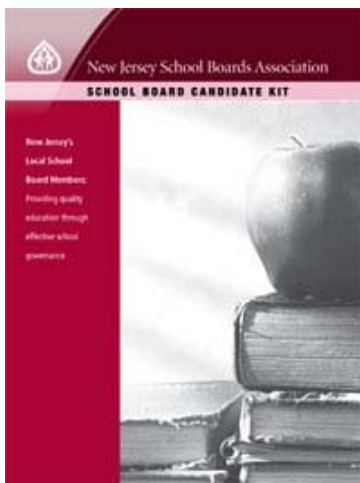
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November School Elections: The Nominating Petition



A nominating petition is the document that candidates complete to get their name on the ballot. For the November school elections, nominating petitions must be submitted to the County Clerk.

The list below provides addresses in each county where candidates should return their nominating petitions. State law requires that all **school-board nominating petitions for the November election must be delivered to the appropriate county clerk by 4 p.m. on June 5, 2012** (even if the clerk's operating hours extend past that time). School-board nominating petitions for the November election cannot be returned to the local school district office.

The format and distribution of the nominating petitions varies from county to county. Where possible, NJSBA will provide a link to a county-approved nominating petition in the list below. If no link to a nominating petition is available, contact the county clerk's office for instructions on obtaining a nominating petition.

Atlantic

Location: Atlantic County Clerk's Office, 5901 Main Street, Mays Landing, NJ 08330

Hours: Monday – Friday, 8:00 a.m. to 4:30 p.m.

Contact information: (609) 625-4011

[Atlantic County Clerk Information](#) and [nominating petition](#)

Bergen

Location: Bergen County Clerk Election Division, One Bergen County Plaza, Room 130, Hackensack, NJ 07601

Hours: Monday – Friday, 9 a.m. to 4:30 p.m.

Contact information: (201) 336-7073

[Bergen County Clerk's Office](#)

Nominating petitions are available through the Office of the County Clerk or from Local School District Offices.

Burlington

Location: Burlington County Clerk, Courts Facility, 1st Floor, 49 Rancocas Road, Mount Holly, NJ 08060

Hours: Monday – Friday, 8 a.m. to 4 p.m.

Contact information: (609) 265-5122

[Burlington County Clerk's Office](#) and [nominating petition](#)

Camden

Location: Camden County Clerk, County Courthouse, Room 102, 520 Market St., Camden, NJ 08102 (Mailing address: Office of the Camden County Clerk, PO Box 150, Camden, NJ 08101)

Hours: Monday – Friday, 8:30 a.m. to 4 p.m.

Contact information: (856) 225-7219 or [via mail](#)

[Camden County Clerk's Candidate Information](#) and [nominating petition](#)

Cape May

Location: Cape May County Clerk, 7 N. Main St. (US Route 9), Cape May Court House, NJ 08210

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (609) 465-1013 or [via email](#)

[County Clerk's Election Information](#) and [nominating petition](#)

Cumberland

Location: Cumberland County Clerk, County Courthouse, 60 W. Broad St., Bridgeton NJ 08302

Hours: Monday – Friday, 8:30 a.m. to 4 p.m.

Contact information: (856) 453-4860 or [via email](#)

[Cumberland County Clerk's Office](#)

Nominating petitions are only available through the Office of the County Clerk.

Essex

Location: Essex County Clerk Election Division, Hall of Records, 465 Martin Luther King Blvd., Room 246, Newark, NJ 07102

Hours: Monday – Friday, 8 a.m. to 4 p.m.

Contact information: (973) 621-4922, ext. 227 or [via email](#)

[County Clerk's Election Information](#) and [nominating petition](#)

Gloucester

Location: Gloucester County Clerk Election Division, 1 N. Broad St., Woodbury, NJ 08096

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (856) 384-4531 or [via email](#)

[County Clerk's Election Information](#) and [nominating petition](#)

Hudson

Location: Hudson County Clerk Election Division, Hudson County Plaza, 257 Cornelison Avenue, 4th Floor, Jersey City, NJ 07302

Hours: Monday – Friday, 9 a.m. to 5 p.m.

Contact information: (201) 369-3470 or [via email](#)

[Hudson County Election Services](#)

Nominating petitions are only available through the Office of the County Clerk.

Hunterdon

Location: Hunterdon County Clerk's Office, 71 Main St., Hall of Records Bldg., Flemington, NJ 08822-2900

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (908) 788-1214 or [via email](#)

[Hunterdon County Clerk's Election Information](#) and [nominating petition](#)

Mercer

Location: Mercer County Clerk's Office Election Division, 209 S. Broad St., 2nd Floor, Room 202, Trenton, NJ 08608

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (609) 989-6494 or 6495

[Mercer County Clerk's Office](#)

Nominating petitions are only available through the Office of the County Clerk.

Middlesex

Location: Middlesex County Clerk Election Division, 75 Bayard St., 4th Floor Elections, New Brunswick, NJ 08901

Hours: Monday – Friday, 8:30 a.m. to 4:15 p.m.

Contact information: Dolores Anderson (732) 745-4202 or [via email](#) / Claudia Jackson (732) 745-4364 or [via email](#)

[Nominating petition](#)

Monmouth

Location: Monmouth County Clerk Election Division, 300 Halls Mill Road, Freehold, NJ 07728

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (732) 431-7790

[Monmouth County Election Division](#) and [nominating petition](#)

Morris

Location: Morris County Courthouse, Administration and Records Building, 10 Court St., Morristown, NJ 07960

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (973) 285-6066 or [via email](#)

[Morris County elections and voting information](#) and [nominating petition](#)

Nominating petitions are also available through the Office of the County Clerk or from Local School District Offices.

Ocean

Locations: Ocean County Clerk's Office, County Courthouse, 118 Washington St., Toms River, NJ 08753 or Ocean County Southern Service Office, 179 Main St., Manahawkin, NJ 08050

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (732) 929-2153 for the main office and (609) 597-1500 for the Southern Service Office, or [via email](#)

[Ocean County Clerk's Office](#)

Nominating petitions are only available through the Office of the County Clerk.

Passaic

Location: Passaic County Clerk's Office, Election Division, 401 Grant St., Room 130, Paterson , NJ 07505

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (973) 225-3632

[Passaic County Clerk's Election Division](#)

Nominating petitions are only available through the Office of the County Clerk.

Salem

Location: Salem County Clerk's Office, 92 Market St., Salem, NJ 08079

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (856) 935-7510, ext. 8208 or [via email](#)

[Salem County Clerk's Office](#) and [nominating petition](#)

Nominating petitions are also available through the Office of the County Clerk or from Local School District Offices.

Somerset

Location: Somerset County Clerk's Office, 20 Grove St., PO Box 3000, Somerville, NJ 08876-1262

Hours: Monday – Friday, 8:15 a.m. to 4 p.m.

Contact information: (908) 231-7013 or radi@co.somerset.nj.us

[Somerset County Clerk's Office](#)

Nominating petitions are only available through the Office of the County Clerk.

Sussex

Location: Sussex County Clerk's Office, Election Division, 83 Spring St., Suite 304, Newton, NJ 07860

Hours: Monday – Friday, 8 a.m. to 4 p.m.

Contact information: (973) 579-0900, ext. 1501

[Sussex County Clerk's Office](#) and [nominating petition](#)

Union

Location: Union County Clerk's Office, 2 Broad Street, Room 113, Elizabeth, NJ 07201-2299

Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.

Contact information: (908) 527-4996 or [via email](#)

[Union County Clerk's Office](#) and [nominating petition](#)

Warren

Location: Warren County Courthouse, 413 Second St., Belvidere, NJ 07823

Hours: Monday – Friday, 8 a.m. to 4:30 p.m.

Contact information: (908) 475-6211 or [via email](#)

[Warren County Clerk's Office](#) and [nominating petition](#)

[County Clerks of New Jersey](#)

Mission Statement

The New Jersey School Boards Association, a federation of boards of education, provides training, advocacy and support to advance public education and promote the achievement of all students through effective governance.

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Contact Us

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