



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 annual school board member election to November. Most communities have changed their Annual School Election from April to November. Please check with your local board of education office to confirm the date of the 2014 Annual School Election in your community.

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 hold an annual election for board of education members are called "Type II" districts. District voters elect school board members for terms of three years. To be included on the ballot, you must:

- Each candidate for election, including incumbents, 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).
- 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.

Filing Nominating Petitions

Each nominating petition, addressed to the secretary of the board, 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 nomination 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 must be filed with the county clerk (November election) or the board secretary (April election).

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. Deadlines to file various campaign contribution forms are dependent on the district's school board election date.

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 the ELEC 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 committee, 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—

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- 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 an additional term.)

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.