

**Bylaw**

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QUALIFICATIONS AND REQUIREMENTS OF BOARD MEMBERS

Qualifications for member of the board of education are as follows:

- A. He/she is a citizen of the United States of America;
- B. He/she is at least eighteen years of age;
- C. He/she is able to read and write;
- D. He/she has been a resident of the municipality from which he/she is elected or appointed, for at least one year immediately preceding the date of the election;
- E. He/she is registered to vote in the municipality from which he/she is elected;
- F. He/she is not disqualified as a voter pursuant to N.J.S.A. 19:4.1;
- G. He/she does not hold office as mayor or as a member of the governing body of a constituent municipality;
- H. He/she has no interest directly or indirectly in any contract with or claim against the board; and
- I. He/she has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1.  
In order to fulfill this requirement:
  - 1. Each member of the board of education, within 30 days of the election or appointment to the board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above; and
  - 2. The board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.

Within 30 days of election/appointment, board members shall file with the board secretary, on forms provided by the School Ethics Commission, both a Personal/Relative Disclosure Form (N.J.S.A. 18A:12-25) and a Financial Disclosure Statement (N.J.S.A. 18A:12-26). The board secretary shall file the original with the executive county superintendent (N.J.A.C. 6A:28-3.1).

Adopted: April 29, 2014  
NJSBA Review/Update: October 2016  
Readopted: May 9, 2017

Key Words

Board Member, Qualifications, Criminal History Check, Crime Check, Background Check

**Legal References:** N.J.S.A. 18A:12-1 et seq. Qualifications of Board Members  
See particularly:  
N.J.S.A. 18A:12-1.2 Criminal history background investigation for board of education members

QUALIFICATION AND REQUIREMENTS  
OF BOARD MEMBERS (continued)

File Code: 9111

<u>N.J.S.A.</u> 18A:12-25, 26	Personal/Relative Disclosure Form and Financial Disclosure Form
<u>N.J.S.A.</u> 18A:13-7	Regional Board Members
<u>N.J.S.A.</u> 19:4-1	Constitutional Qualifications
<u>N.J.A.C.</u> 6A:28-3.1	Filing disclosure statements

**Possible**

<b><u>Cross References:</u></b> *9200	Orientation and Training of Board Members
*9270	Conflict of Interest
*9271	Code of Ethics

\*Indicates policy is included in the Critical Policy Reference Manual.