

# RUNNING FOR SCHOOL BOARD

## A Candidate Guide From The Arkansas School Boards Association

### Fundamental roles of school boards

*Vision, structure, accountability, advocacy, conduct, ethics*

School boards are most effective when members focus on the big picture; making policy, setting goals and engaging stakeholders, all with the ultimate goal of improving student achievement. When boards focus too heavily on administrative issues, children suffer. Divided boards lead to a divided community.

#### Legally defined duties of a school board are:

- make, enforce, and obey district policies
- hire and evaluate the superintendent
- set the district's vision, mission, and direction
- oversee district finances and budget
- approve the employment of staff
- attend legally convened board meetings
- conduct hearings
- visit schools annually when students are present
- receive training and professional development
- follow state and federal laws and Arkansas Department of Education rules governing public schools, including the Arkansas Freedom of Information Act

#### Additional roles of school board members include:

- monitor and advocate for student achievement and district progress
- advocate student needs to lawmakers and stakeholders
- collaborate with community partners
- ensure facilities are safe and adequate
- align resources with goals

### What qualities make a good board member?

*Integrity, commitment, vision, courage, respect*

Outstanding school board members share common traits. A board member has no individual authority; an effective board acts as a whole and respects the expertise of the district's staff. Most good board members develop and strengthen skills over time through experience and continued training. Board members who run on a single issue or for personal gain often create discord in a school district.

#### Outstanding school board members are:

- motivated by the best interest of ALL kids
- passionate about public education
- share responsibility for fiscal accountability, facilities, and student academic achievement
- willing to follow high ethical standards
- strong communicators, willing to listen
- ready to rely on facts and weigh all sides of an issue before making a decision well informed about current issues in public education
- supporters of the democratic process and accept the will of the majority
- willing to spend time and energy on board business
- committed to learning by participating in on-going training
- collaborative and able to function as part of a team
- willing to exercise power only at legally held meetings



## Is there information on the Internet to help me understand the process?

Yes, the publication, "Running for Public Office," published by the State of Arkansas contains information about petitions, certifying as a candidate, campaign contributions, financial statements and other important facts; access the publication at: <https://www.sos.arkansas.gov/>

## Who is eligible and what is required to run for a school board position?

- must be a qualified voter residing in the school district - and in the respective zone if members – are elected from zones
- must not be an employee of the district (a family member employed by the district does not disqualify you from running for office)

## School Boards put the Public in Education

The decision to run for your local school board is one to which much thought and consideration must be given. Serving as a board member is one of the most important responsibilities that a citizen can undertake. If elected, the educational standards which you, together with your fellow board members, establish will affect the future of the students, the community, and society.

## Additional Sources of Information

### *Handbook for Arkansas School Board Members*

<https://www.arsba.org/page/publications>

### *New Arkansas School Board Member Handbook*

<https://www.arsba.org/page/publications>

### *Running for Public Office Handbook*

<https://www.sos.arkansas.gov/elections/for-candidates>



Student Focused  
Leadership

## How do I get started?

Visit your county clerk's office to request materials about running for office.

School board candidates circulate petitions to gather signatures of at least 20 qualified residents of the district (and electoral zone if school board members are elected from zones). Petition timelines are listed below.

### *For Districts Whose Local Policy Calls for Spring Elections*

#### For elections held during odd years:

- candidates may begin circulating petitions 90 days prior to March 1
- candidate filing period begins February 22 and closes March 1
- election Day is second Tuesday in May

#### For elections held during even years concurrent with the presidential election:

- candidates may begin circulating petitions 90 days prior to the second Monday in November
- candidate filing period opens first Monday in November and closes second Monday in November
- election day is first Tuesday after the first Monday in March

#### For elections held during even years concurrent with Arkansas governor election:

- candidates may begin circulating petitions 90 days prior to March 1
- candidate filing period begins February 22 and closes March 1
- election day is Tuesday four weeks prior to the third Tuesday in June

### *For Districts Whose Local Policy Calls for Fall Elections*

#### For elections held during odd and even years:

- candidates may begin circulating petitions 180 days prior to date of the election
- candidate filing period begins 97 days prior to the election and closes 90 days prior to the election
- election day is
  - Second Tuesday in November for elections held in **odd years**; or
  - First Tuesday after the first Monday in November for elections held in **even years**

## Arkansas School Boards Association

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Little Rock, AR 72201 501.372.1415  
800.482.1212 toll-free  
501.375.2454 fax  
[www.arsba.org](http://www.arsba.org)  
email: [arsba@arsba.org](mailto:arsba@arsba.org)

Updated January 2022

*Student Focused Leadership!*

**School Board Election FY 23**  
**Election is May 9, 2023**  
**Zones up for election**

**Zone 2**

1. North of Highway 12 from Highway 59 to eastern boundary of the district
2. East of Highway 59 from Highway 12 to Y City Road

**Zone 4** (The person elected to this zone will only have a 4 year term due to the resignation of a board member.)

1. West of Betty Baker Road from Jerald Shea Road to Highway 12
2. North of Highway 12 from Betty Baker Road to WPA Road
3. West of WPA Road from Highway 12 to Gann Road
4. North of Gann Road from WPA Road to Browning Road
5. West of Browning Road from Gann Road to Floyd Moore Road
6. North of Floyd Moore Road from Browning Road to Highway 59
7. North of Jerald Shea from Betty Baker Road to SWEPCP Lake shoreline
8. West of Highway 59 to Marion Lee Road
9. Dawn Hill East south to Highway 59.

MEMORANDUM

DATE:

TO: ALL SCHOOL SUPERINTENDENTS

FROM: BETSY HARRELL, COUNTY CLERK

RE: SCHOOL BOARD CANDIDATE FILING INFORMATION

Attached please find information for the Annual School Election to be held May 9, 2023. Please feel free to make copies as needed. I will also have these packets available at our offices in Bentonville, Rogers and Siloam Springs for anyone wanting to run for School Board.

The forms attached include:

1. School Board Candidate Petition Form  
REMINDER: The top portion *must* be filled in completely *prior* to obtaining signatures.
2. School Election Calendar
3. Filing Information Sheet

As you may know, all candidates must file their petition with the Office of the County Clerk. At that time, other required campaign forms will be furnished to the candidate.

**THE FIRST DAY THAT PETITIONS MAY BE CIRCULATED is DECEMBER 1, 2022**

**TIME FOR FILING PETITIONS IS: NOON, FEBRUARY 22<sup>ND</sup> - NOON, MARCH 1<sup>ST</sup>.**

The petition should be filed well in advance of the deadline to allow time to check the petition and give the candidate an opportunity to get additional signatures, if necessary.

If you have any questions, please do not hesitate to contact our office at 271-1013.

**2023 ANNUAL SCHOOL ELECTION**  
**May 9, 2023**  
**CANDIDATE FILING INFORMATION**  
**A.C.A. §6-14-111**

Any person desiring to be a candidate for a position on a school district's Board of Directors must:

- Be a qualified voter
- Be a resident of the district and respective electoral zone, if elected from zones
- File a petition containing at least **20 signatures** of qualified registered voters of the district and zone, if elected from zones; or file a Notice of Write-In Candidacy with the County Clerk
- Complete and file an Affidavit of Eligibility.
- Complete and file a Political Practices Pledge.

**FILING BY PETITION:**

- **December 1, 2022** is the first day for candidates filing by petition to circulate petitions for Annual School Election when election is being held May 9, 2023. Clerk shall not count as valid any signature dated more than ninety (90) days before the filing deadline (March 1, 2023). A Candidate must **FILE** the Political Practices Pledge, Affidavit of Eligibility, and the Petition during the one-week period beginning February 22, 2023 @12:00 p.m. and ending March 1, 2023 @12:00 p.m.
- Petition forms are available at any of the County Clerk's office locations and on the Benton County Clerk's website at [vote.bentoncountyar.gov](http://vote.bentoncountyar.gov)

The petition for nomination shall indicate:

- The name and title of the candidate as proposed to appear on the ballot
- The residential address of the candidate
- The school district name, position or zone, in which the candidate seeks nomination
- The date of the school board election in which the candidate seeks nomination
- The name, residential address, and date of birth of the qualified electors signing the petition and the date signed
- (By signature) that the signer is a qualified elector and the information provided is correct
- **The County Clerk's office must verify the accuracy of the petition.**

**WRITE-IN CANDIDATES:**

- Must file the Political Practices Pledge, Affidavit of Eligibility, and the Notice of Write-In Candidacy with the County Clerk of the county in which the school district is domiciled for administrative purposes during a one-week period.
- **(Filing Time: 12:00 p.m. February 22, 2023 through 12:00 p.m. March 1, 2023)**

**WHERE TO FILE:**

- Candidates can file a petition at any of the County Clerk's office locations.

**Bentonville:** 215 E Central Ave., Suite 217 (8:00 a.m. - 4:30 p.m.)

**Rogers:** 2111 W. Walnut St. (8:00 a.m. - 4:30 p.m.)

**Siloam Springs:** 707 S Lincoln St, Suite C (8:00 a.m. – 12:00 p.m. and 12:30 p.m. - 4:30 p.m.)

**CANDIDATES AT THE TIME OF FILING WILL:**

- Receive a condensed version of the School Election calendar
- Receive a Notice of Ballot Draw - A.C.A. §6-14-111(j)
- Receive a Notice of Deadlines to file reporting forms:
  - Receive two Campaign Contribution and Expenditure Forms - Pre-Election Report (**if required**); and Final Report (**required**)
  - Receive a Statement of Financial Interest – due on March 6, 2023, the first Monday following the close of the filing period, if one was not previously filed as the incumbent by January 31, 2023.

**DRAWING FOR BALLOT ORDER** A.C.A. §6-14-111(j);

- Deadline for public meeting of County Board of Election Commissioners to determine by lot the order in which names will appear on the ballot seventy-two days before the election:
  - **TBD**

**Deadline to register to vote** for the Annual School Election is **April 10, 2023**

**Early voting** is Tuesday May 2<sup>nd</sup> through Friday, May 5<sup>th</sup> 8:00 a.m. to 4:30 p.m. and Monday, May 8<sup>th</sup> 8:00 a.m. – 4:30 p.m.

## School Board Candidate Petition

To: **County Clerk of Benton County**  
 We, the undersigned qualified electors, propose the name of \_\_\_\_\_

(Name As To Appear On Ballot)

whose address is \_\_\_\_\_, Arkansas, to be placed on the ballot as a Candidate for the Board of Directors of the \_\_\_\_\_ School District, Position \_\_\_\_\_ or Zone \_\_\_\_\_ for the State of Arkansas, in the School Board Election to be held on      **MAY 9, 2023**     . Each of us for himself or herself says: I have personally signed this petition; I am a legal voter of the State of Arkansas and a resident of the school district and/or electoral zone to be represented, and my printed name, date of birth, residence address, city/town of residence and date of signing are correctly written after my signature.

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 whose address is \_\_\_\_\_ Arkansas, to be placed on the ballot as a Candidate  
 for the Board of Directors of the \_\_\_\_\_ School District, Position \_\_\_\_\_ for the State of Arkansas, in the  
 School Board Election to be held on MAY 9, 2023 or Zone \_\_\_\_\_. Each of us for himself or herself says: I have personally signed this petition; I am a  
 legal voter of the State of Arkansas and a resident of the school district and/or electoral zone to be represented, and my printed name, date of  
 birth, residence address, city/town of residence and date of signing are correctly written after my signature.

Signature	Printed Name	Date of Birth	Residential Address	City/Town of Residence	Date of Signing
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