

# 2012 Instructions for Filing for Annual School Elections

## ELECTION DATES

Annual School Election — February 14, 2012  
Annual School Runoff Election — April 3, 2012

## FILING PERIOD

Opens 8:00 A.M., December 5, 2011  
Closes 5:00 P.M., December 7, 2011

## WHERE TO FILE

County Election Board of the county wherein supervision of the school district is located or the County Election Board in the county in which the candidate resides

## NUMBER OF COPIES TO BE FILED

One original of the Declaration of Candidacy form  
One original Requirements of a Candidate for Election or Reelection to a School Board form

## CONTESTS OF CANDIDACY

Period closes 5:00 P.M., December 9, 2011. Contests of candidacy are filed with the County Election Board Secretary who accepted the Declaration of Candidacy.

## GENERAL INSTRUCTIONS

1. No Declaration of Candidacy can be accepted if it is received by the Secretary of the County Election Board later than 5:00 P.M. on the last day of the filing period.
2. The Declaration of Candidacy must be completely filled out, signed by the candidate and notarized by a Notary Public or other person authorized to administer oaths.
3. The Requirements of a Candidate for Election or Reelection to a School Board form must be signed by the candidate and submitted to the County Election Board at the time the Declaration of Candidacy is filed.
4. In contests of candidacy and in contests of election, the Secretary of the County Election Board is the constructive service agent for each candidate. By the act of filing his Declaration of Candidacy, each candidate is conclusively presumed to have accepted such constructive service.
5. A candidate's name will be printed on the ballot the way he signs his Declaration of Candidacy. The name at the top of the form should be exactly the same as the signature.
6. A candidate may withdraw from the Annual School Election by filing a written notice with the Secretary of the County Election Board before 5:00 P.M. on Friday following the close of the filing period. The notice must be signed by the candidate, whose signature must be notarized by a Notary Public or other person authorized to administer oaths.
7. All candidates filing a Declaration of Candidacy with the County Election Board have legal obligations under the Ethics Commission Act. To learn the nature of those obligations, contact the Ethics Commission, Room B-5, State Capitol Building, Oklahoma City, Oklahoma 73105 or at (405) 521-3451.

# DECLARATION OF CANDIDACY FOR BOARD OF EDUCATION

(Please type or print)

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NAME OF CANDIDATE AS IT WILL APPEAR ON BALLOT

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OFFICE NUMBER

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NAME AND NUMBER OF SCHOOL DISTRICT

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CANDIDATE'S ADDRESS OF RESIDENCE — STREET — CITY

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CANDIDATE'S MAILING ADDRESS — STREET OR BOX — CITY — STATE — ZIP

I agree that if I am elected as a member of the Board of Education, I will attend a statewide workshop for Board of Education members sponsored by the State Board of Education and Oklahoma State School Boards Association.

I, the undersigned, do hereby solemnly swear or affirm that the abovementioned facts are true and correct and that I am fully qualified to become a candidate for the office which I seek and that I will be fully qualified to hold said office, if elected.

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SIGNATURE OF CANDIDATE (AS IT APPEARS AT THE TOP OF THIS FORM)

State of \_\_\_\_\_ County of \_\_\_\_\_

Subscribed and sworn to before me by \_\_\_\_\_  
NAME OF CANDIDATE

on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_ Commission number: \_\_\_\_\_

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SIGNATURE OF OFFICER

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TITLE OF OFFICER

## Requirements of a Candidate for Election or Reelection to a School Board

***Title 26 O.S. 2007 Supp. Section 13A-106:***

“A. To be eligible to be a candidate for member of the board of education of a school district or technology center school district, a person must have resided in the district or, if the board seat is in an independent district, have resided in that district for at least six (6) months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six (6) months preceding the first day of the filing period. Beginning May 1, 1990, no person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district or technology center school district unless the person has been awarded a high school diploma or certificate of high school equivalency. In school districts that are divided into election districts, a candidate must have resided in the district for at least six (6) months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six (6) months preceding the first day of the filing period. Beginning May 1, 1990, no person shall be eligible to be a candidate for or elected to be a member of the board of education unless the person has been awarded a high school diploma or certificate of high school equivalency.”

***Title 26 O.S. 2001, Section 5-105a:***

“A. A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or to be elected to any state, county, municipal, judicial or school office or any other elective office of any political subdivision of this state for a period of fifteen (15) years following completion of his sentence or during the pendency of an appeal of such conviction or plea. “B. The provisions of this section shall not be construed to preclude a person who has received a pardon from being eligible for or from holding public office.”

***Title 70 O.S. 2007 Supp., Section 5-110:***

“A. Except as provided in subsection B of this section, at the time a school district elector files a notification and declaration of candidacy for the office of district board of education membership, such elector shall agree and pledge in writing that, within fifteen (15) months of election or appointment as a member of the district board of education, such member will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. This requirement may be satisfied by attending a two-day workshop to be held within the state by the State Department of Education or by attending workshops, seminars or classes which address the above-mentioned subject matter and which are sponsored by any organization approved by the State Board of Education, including but not limited to institutions of higher education. The State Board of Education shall promulgate rules by which an organization or particular courses offered by an organization may be approved for purposes of fulfilling the instructional requirements set out in this section.

“B. When an incumbent of a district board of education files a notification and declaration of candidacy for reelection to the district board of education, the member shall not be required to comply with the provisions of subsection A of this section but shall be required to agree and pledge in writing that upon reelection the member will complete six (6) hours of instruction within fifteen (15) months following his or her election emphasizing changes in school law, particularly changes in the areas set forth in subsection A of this section.”

***Title 70 O.S. 2007 Supp. Section 5-110.1:***

“A. In addition to the requirements of Section 5-110 of this title, every member of a school district board of education elected to a full term of office of five (5) years or more shall be required to attend a minimum of fifteen (15) hours of continuing education, each member elected to a full four-year term of office shall be required to attend a minimum of twelve (12) hours of continuing education, and each member elected to a full three-year term of office shall be required to attend a minimum of nine (9) hours of continuing education, prior to the date set for filing for reelection to that respective board seat . The continuing education courses, workshops, seminars, conferences, and conventions which shall satisfy the continuing education requirement shall be approved jointly by the State Department of Education and the State Department of Career and Technology Education.

“B. Local and state continuing education programs conducted pursuant to the provisions of this section shall be held in all regions of the state at institutions of higher learning, area technology centers or other approved sites. Notice of such courses and seminars shall be provided to all school board members and to the public schools.

“C. This section shall not apply to those school board members who file for reelection prior to July 1, 1991.

“D. Failure by a board member to satisfy the continuing education requirements of this section shall result in the ineligibility of the member to run for reelection to the school district board of education.”

***Title 70 O.S. 2009 Supp., Section 5-113:***

“A. No person shall be eligible to be a candidate for or serve on a board of education if the person is currently employed by the school district governed by that board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district governed by the board of education. The purpose of this section is both to prohibit persons who are related within the second degree by affinity or consanguinity from serving simultaneously on the same board of education of any school district of this state and to prohibit persons who are related within the second degree of consanguinity or affinity to an employee of a school district from serving on the board of education governing the school district while such relative is employed.

“B. If the relationship is based on affinity, the prohibitions in this section shall not apply to prevent members of boards of education who are serving on September 1, 1995, from serving the term for which they were elected or from serving successive terms for which they may be elected, unless it is the member’s spouse who is a member of the board of education or an employee of the school district, then such prohibitions shall apply.

“C. The prohibitions set forth in this section shall not apply if the person related to the board member within the second degree of affinity or consanguinity is employed as a substitute teacher by the school district pursuant to the provisions of Section 6-105 of this title or as a temporary substitute support employee if the school district has an Average Daily Membership (ADM) of less than five thousand (5,000).

“D. Any member of a board of education who violates the provisions of this section shall be subject to the penalties prescribed by Sections 485 and 486 of Title 21 of the Oklahoma Statutes.”

I swear or affirm that I am eligible to run for member of the board of education or to serve in such office if elected.

\_\_\_\_\_  
Name of Candidate (print or type)

\_\_\_\_\_  
Signature of Candidate

\_\_\_\_\_  
Date