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Iowa Secretary of State

Candidate's Guide

School Election

September 8, 2009

Where to Get Nomination Papers

Candidate's Nomination Petitions and Affidavits are a part of the candidate's guide. They are also available on the Secretary of State's website:

www.sos.state.ia.us/elections/electioninfo/SchoolElections.html

Candidate Qualifications

Any person seeking an elective office under the laws of this state shall be an eligible elector at the time of any election at which the person's name appears on the ballot. A candidate who is seeking election from a director district within the school district must be an eligible elector residing in the director district.

An Eligible Elector is a U.S. citizen who is at least 18 years old and is a resident of the appropriate district and who has not been disqualified from voting. An eligible elector meets all of the requirements to register to vote, but is not necessarily registered to vote.

Signature Requirements – School Board

For candidates for school board, the minimum number of signatures is between 10 and 50 signatures, depending on the number of registered voters in your school district. It is always wise to file more than the minimum number of signatures. Ask the school secretary for the minimum number needed in your school district. For school districts with fewer than 1,000 registered voters the minimum is 10 signatures. For districts with more than 1,000 registered voters, the minimum signature requirement is 1% of the number of registered voters in the school district, which need not be more than fifty (50). Signature requirements for candidates who are elected only by the voters of a director district are based on the number of registered voters in the director district.

Signature Requirements – Community College Boards

Candidates for community college boards must be eligible electors of the director district they seek to represent. Each candidate must file at least 50 signatures.

Where to File -

School Secretary or Community College Board Secretary

Candidates cannot file at the county auditor's office.

When to File -

First Day -Monday, July 6, 2009

Last Day -Thursday, July 30, 2009, no later than 5 p.m.

There are no filing fees.

**2009 SCHOOL BOARD ELECTION
SIGNATURE REQUIREMENTS**

Bettendorf School Board = 50 Signatures

Davenport School Board = 50 Signatures

North Scott School Board = 50 Signatures

Pleasant Valley Director District 1 = 29 Signatures

Pleasant Valley Director District 2 = 22 Signatures

Pleasant Valley Director District 7 = 29 Signatures

Eastern Iowa Community College = 50 Signatures

Checklist for Nomination Petitions

1. Getting Ready to Circulate the Nomination Petitions:

Fill in the top. At the top of each page make sure you are filling out the correct forms for the office you are seeking and fill in all information requested, including your name, the office sought, and the school director district number, if any.

Indicate if to fill a vacancy. If you are seeking election to fill a vacancy on the school or community college board, you must indicate that on your nomination papers by checking the box “to fill a vacancy.” (“Vacancy” means a term which does not normally expire this year, but must be voted upon because the original occupant of the office has resigned or died, and has not been replaced or was replaced by someone who was appointed by the remaining members of the school board.)

Check director district number. Be sure that the correct director district number is on each page of the nomination petitions, if it is needed.

Candidate’s name. We recommend the candidate’s name be plainly printed or typed exactly as the candidate wishes it to appear on the ballot, and in the same form, on each page of the petition and on the affidavit of candidacy. No quotation marks, parentheses or titles may be included.

2. Circulating the Petitions:

Signers must be qualified. Each signer must be:

1. An eligible elector of Iowa (meets the qualifications to register, but is not necessarily registered to vote). See page 1 for explanation of qualifications.
2. A resident of the school district.
3. A resident of the director district the candidate seeks to represent, if directors are voted upon only by the voters of that district. Anyone who can vote for the office on the nomination petition can sign the petition.

Include addresses and dates. All signers of nomination petitions must include their residences (number, street or rural route, and city) and the date of signing. Petitions for candidates for community college boards must also include the signer’s school district.

3. Filling out the Affidavit of Candidacy (Nomination Papers Will Not Be Accepted Without an Affidavit of Candidacy):

Include office name and district number. Be sure that the affidavit includes the name of the same office and district number that appear on the nomination petition.

Candidate’s name. This must be plainly printed or typed exactly as the candidate wishes the name to appear on the ballot. We recommend that the candidate’s name appear on the affidavit in the same form as it appears on the nomination petition.

Please Note: Only the candidate’s name may be used; no parentheses, quotation marks, or titles may be included.

Notarization required. A notary public must be present when the candidate signs the affidavit, and complete the notarial certificate at the bottom of the affidavit of candidacy. The notary must use a stamp or seal on the affidavit of candidacy.

Candidate’s signature. The candidate must sign the affidavit in front of a notary public. The spelling of the name, including initials, should be the same as the spelling of the name on the nomination petitions and as printed on the affidavit.

4. **Getting Ready to File:**

Count the signatures. It is wise to file more than the required minimum number of signatures. Candidates for School Board must have not fewer than the number of signatures required by the formula or must file at least fifty (50) signatures. Candidates for community college board must have at least fifty (50) signatures.

Be sure you are ready. After the nomination papers have been accepted for filing by the school secretary nothing can be added to them and they cannot be returned to the candidate.

Staple all petitions together at the top. Do not use paper clips, rubber bands, or metal clamps.

5. **Filing with the School Secretary or Community College Board Secretary:**

Affidavit and petitions must be filed together. No papers will be accepted without both an Affidavit of Candidacy and the nomination petitions.

Faxing the affidavit. A candidate may send the signed and notarized affidavit of candidacy to the school secretary or community college board secretary by fax. The faxed copy of the affidavit must arrive before the filing deadline. The candidate must also mail the original signed and notarized affidavit of candidacy to the county auditor who will be conducting the election. The envelope containing the original affidavit must be postmarked before the filing deadline. The auditor must receive the affidavit no later than 7 days after the filing deadline.

Please Note: Nomination petitions may not be faxed.

File as early as possible. Your nomination papers will be inspected for completeness before they are accepted for filing. If the papers do not meet minimum filing requirements, they will not be accepted for filing and will be returned. If you file early, you may have time to correct any errors and to resubmit your papers.

If you mail your nomination papers. Remember that the school secretary must receive the original, signed nomination petitions and the affidavit of candidacy before 5 p.m. on Thursday, July, 30th. **Postmark dates don't count.**

The deadline is five o'clock. Papers presented after 5 p.m. on Thursday, July, 30th will be rejected.

For more information please contact:

The School Secretary in your district,
The County Auditor in your County

Or

The Elections Division
Iowa Secretary of State's Office
Lucas Building, 1st Floor
Des Moines, Iowa 50319
515-281-0145 (voice or TDD)

Note: The information provided in this guide has been compiled in the Iowa Secretary of State's Office to assist candidates and the public in meeting the requirements of Iowa's election laws. If any errors in compilation or computation have occurred, or if there have been amendments to the *Iowa Code*, the provisions of the *Iowa Code* and the session laws shall prevail.

School Election Calendar - 2009

Day & Date	Event and Code Section
Monday July 6	Candidate Filing Begins First day to file nomination petitions with the secretary of the school board.
Saturday July 25	Last Day for Vacancies Vacancies on school board occurring on or before today must be filled at the school election. [§69.12(1)(a)(3)]
Thursday July 30 5 p.m.	Candidate Filing Deadline Last day to file nomination papers with the school secretary. Deadline is 5 p.m. School secretary or designee must have office open until 5 p.m. [§260C.15(3); §277.4]
Tuesday August 4 5 p.m.	Withdrawal Deadline Last day for candidates to withdraw by filing a written request with the school secretary. Deadline is 5 p.m. [§277.4]
Tuesday August 4 5 p.m.	Objection Deadline Last day to file written objections to nomination papers or eligibility of candidate with school secretary. [§277.5]
Monday August 24	Worry-Free Postmark Date Correctly completed voter registration forms post marked by today are considered timely even if received after August 28th. [§48A.9(3)]
Friday, August 28 5 p.m.	Voter Pre-Registration Deadline All voter registration forms must be received by the county auditor no later than 5 p.m. unless postmarked on or before August 24th. [§48A.9]
Tuesday September 8	School Election Day – 7 a.m. to 8 p.m. Exception: The polls may be opened at noon for any school district election unless a petition objecting to shortened hours is received by the county auditor. [§277.1; §49.73(1)(a); §49.73(2)]
Friday September 11	Canvass of Votes Canvass of votes by the board of supervisors. [§277.20]
Monday September 14 (school districts) Thursday October 1 (merged areas)	Recount Request Deadline Written request for a recount must be filed in the office of the county auditor by 5 p.m. [§50.48(1)]
Monday September 28	Canvass For Merged Areas Canvass of county abstracts for merged area schools by board of supervisors of control county. [§260C.15(4)] Canvass may also be conducted at the last regular board of supervisors' meeting in September.
Thursday October 1 (school districts) Monday October 19 (merged areas)	Contest Notice Deadline Statement of intent to contest election must be filed in the office of the county auditor within twenty (20) days after the day the apparent winner was declared elected. [§57.6; §277.22; §62.5]

STATE OF IOWA
Affidavit of Candidacy
SCHOOL BOARD ELECTION

This Affidavit of Candidacy must be filed with your nomination petition.

For the Office of _____ **Director District #** _____
(If applicable)

Check if election is to fill a vacancy.
[This means the office is on the ballot **before** the end of the regular term; i.e. because of a death or resignation.]

Name _____
(EXACTLY as you want it to appear on the ballot. Do not include titles, parentheses or quotation marks.)

Name Pronunciation (*sounds like*) _____
(This information is helpful during the recording of the audio ballots. Audio ballots are available for people with disabilities.)

Home Address _____
Street Address City State ZIP

County _____ **Date of Election** _____

***E-mail** _____ ***Phone** () _____

***NOTE:** This information is optional and WILL be published if it is provided.

I swear or affirm that the information I have provided above is correct. I am a candidate for the office indicated above and request that my name be printed on the official ballot for this election. I am eligible to hold the office for which I am a candidate; if I am elected I will qualify by taking the oath of office. I know that I cannot hold a public office if I have been convicted of a felony or other infamous crime and my rights have not been restored by the governor or by the president of the United States.

I know that I am required to organize a candidate's committee, which shall file an organization Statement and disclosure reports if my committee or I receive contributions, make expenditures, or incur indebtedness in excess of seven hundred and fifty dollars (\$750) in a calendar year for the purpose of supporting my candidacy for public office.

I know that I cannot be a candidate for more than one office to be filled at this election. If I have filed nomination papers for more than one office I must file with the officer who accepted my nomination papers an affidavit indicating for which office I choose to be a candidate. I understand that if the affidavit is not filed by the last day candidates can file nomination papers, I cannot be a candidate for any office on the ballot at this election.

Candidate's Signature _____
Candidate **must** sign this affidavit in the presence of a Notary Public

State Of _____	County of _____
Signed and sworn to (or affirmed) before me on _____ (Date)	
Notary Stamp/ Seal	
By _____ Print Candidate's Name	
_____ Signature of Notary Public	

State of Iowa Nomination Petition School Board Candidates

To sign this petition you must:

Be a resident of Iowa and _____ School District, and Director District ____ (if applicable),
Be qualified to register to vote in Iowa; but you don't have to be registered.

We, the undersigned eligible electors of the State of Iowa and the above school district (and director district, if applicable) hereby make the following nomination for the School Election, to be held September ____, 20__:

For Member of the School Board, Director District ____ (if applicable),

Check this box if the office is **To Fill a Vacancy***

We nominate (**Candidate's name**) _____ who is a resident of _____ School District, Director District ____ (if applicable).

Sign your name	Address where you live in Iowa		Today's Date
	House number and street	City	
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

An affidavit of candidacy must be filed with this petition. Last revised 2-9-07

***To Fill A Vacancy** means the office is on the ballot because the elected official left before the end of the regular term.