

Additional Information

Dual Office Holding

The law prohibits a person from holding two public offices unless a position is specifically exempted by statute. "Public office" includes school boards as well as various elected and appointed positions. If you currently hold a public office and you are elected to the school board, you will automatically forfeit your other position (or employment). This provision is not violated by one's candidacy. Candidates should consult Title 51, Section 6, of the Oklahoma Statutes to confirm if a position is one that may be held while being on a school board.

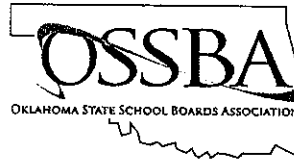
Employees Within the Second Degree*

The following is a partial list of relatives determined to be related by blood or marriage to a board member within the second degree:

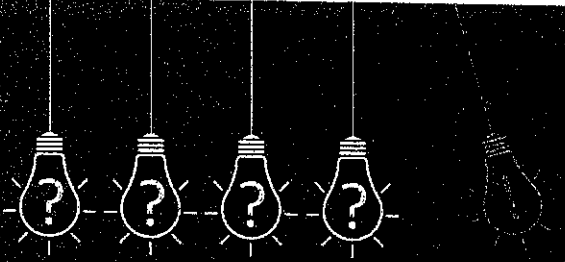
A member's:

spouse
childchild's spouse
parentparent's spouse
grandchildgrandchild's spouse
grandparentgrandparent's spouse
brotherbrother's spouse
sistersister's spouse
spouse's childspouse's parent
spouse's grandchildspouse's grandparent
spouse's brotherspouse's sister

**Note: Siblings of "half-blood," meaning that two individuals share one parent, are considered equal to a full sibling sharing two parents.*



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OSSBA
OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION

IMPORTANT INFORMATION

for school board
candidates

The graphic features five lightbulbs hanging from above. The first four lightbulbs have question marks inside them, while the fifth one is empty. The background is dark with a subtle pattern.

Revised September 2018

This information is provided to you by the Oklahoma State School Boards Association in cooperation with the Oklahoma State Department of Education. If you have questions, please feel free to contact the Oklahoma State School Boards Association at (405) 528-3571 or toll free at (888) 528-3571 or the Oklahoma State Department of Education at (405) 521-3301.

To file for the position of school board member, an individual must meet the following requirements:

- The individual must have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period.
- The individual must have **resided** within the school district for at least six months preceding the first day of the filing period.
- If the school district is divided into election districts, the required six months' residency and voter registration must be within the election district of the board seat that is up for election.
- The individual must file for office at the county election board office of the county wherein supervision of the school district is located or the county of residence between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday.
- The individual cannot have been convicted of, or have pled guilty or no contest to, a felony under state or federal law or a misdemeanor involving embezzlement. Any person having a record of any of these crimes is ineligible to file for the school board position pending appeal or for a period of 15 years following completion of the sentence.
- The individual must hold a high school diploma or certificate of high school equivalency in order to be a candidate for service on a board of education.
- An incumbent school board member filing for re-election must have satisfied continuing education requirements prior to filing. Failure by the board member to have satisfied the continuing education requirements shall result in the ineligibility of the member to run for re-election.
- The individual must not be a current employee of the school district in which he/she is running for the board.
- The individual must not be related within the second degree by blood or marriage to a current school district employee or current member of the board of education of the district for which the candidate is seeking office. An exception applies to members

of boards of education who were serving on September 1, 1995, and are related to another board member or a school employee by affinity (excepting spouse). These members are not prohibited from serving the term for which they were elected or from serving successive terms for which they may be elected. [70 O.S. §5-113, S.L.O. §60] **Another exception applies for districts with an average daily membership of less than 400.** A candidate for school board may be related by blood or marriage to a current district employee, if the district has an average daily membership of less than 400 and has adopted a policy permitting the exception pursuant to 70 O.S. §§ 5-113, 5-113.1 (effective April 23, 2018). Second-degree relatives may be employed as substitute teachers or as temporary substitute support employees if ADM is less than 5,000.

- Board members must continue to meet the requirements for their school board position, or their seats shall be declared vacant.

Board Member Training and Continuing Education Requirements

Newly Elected School Board Members

Upon filing notification and declaration of candidacy, the candidate shall agree and pledge in writing that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, that they will complete at least twelve (12) hours of instruction on education issues which include the following areas: school finance; legal issues; duties and responsibilities; including at least one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act, and one (1) hour of instruction in ethics (effective January 1, 2014). *Selected OSSBA workshops are approved for these credits.*

Re-elected School Board Members

Incumbents, upon filing notification and declaration of candidacy shall agree and pledge in writing that upon being reelected, they will complete six (6) hours of instruction within fifteen (15) months of election, including one (1) hour of instruction in school finance, one (1) hour of instruction in the Oklahoma Open Records Act and the Oklahoma Open Meeting Act and one (1) hour of

instruction in ethics (effective January 1, 2014). *Selected OSSBA workshops are approved for these credits.*

All School Board Members

In addition, all board members must complete continuing education requirements within the remainder of the term of office to be eligible for re-election. The number of credits required depends upon the term of office. *Selected OSSBA workshops are approved for this credit.*

Summary of Requirements and Clarification

Newly Elected School Board Members

New School Board Member Workshop or twelve (12) hours of other workshops approved by the State Department of Education for New School Board Member Training credit to be completed within the first fifteen (15) months of office.

PLUS fifteen (15) hours of continuing education credit to be completed within the remainder of the term for an office term of five years, twelve (12) hours for an office term of four years, and nine (9) hours for an office term of three years.

Re-elected School Board Members

Six (6) hours of training emphasizing changes in the law within fifteen (15) months of reelection.

PLUS fifteen (15) hours of continuing education credit to be completed within the remainder of the term for an office term of five years, twelve (12) hours for an office term of four years, and nine (9) hours for an office term of three years. [70 O.S. §5-110] (effective July 1, 2013)

Important Dates

School board filing:	Dec. 3-5, 2018
Primary school board election:	Feb. 12, 2019
General school board election:	April 2, 2019

BOARD MEMBER TRAINING REQUIREMENTS

For board members elected or appointed on or after Jan. 1, 2014, Oklahoma law dictates board members complete certain training requirements within 15 months of appointment/election and annually to remain in good standing.*

Within fifteen (15) months of your election, appointment or re-election to a board position you must earn:

New/Appointed	Incumbent
1 Ethics (ETH)	1 Ethics (ETH)
1 Open Meeting/Records (OMA)	1 Open Meeting/Records (OMA)
1 Finance (FIN)	1 Finance (FIN)
9 additional credits of your choice-excluding continuing education (CE) designated credits	3 additional credits of your choice-excluding continuing education (CE) designated credits

All board members must also obtain the equivalent of 3 hours per year of service in any category above, including continuing education, prior to filing for re-election or completion of service.

Length of Term	Number of Credits Required
3 years	9 credits
4 years	12 credits
5 years	15 credits

*For training requirements information based on election/appointment prior to Jan. 1 2014, please contact Terri Silver (mailto:terris@ossba.org).

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BOARD MEMBER CODE OF ETHICS

Adopted by the Oklahoma State School Boards Association

As a member of the board of education I will:

- I. Remember always that my first and greatest concern must be the educational welfare of all students attending school in our district, and ensuring that they have the opportunity to reach their highest potential;
1. Strive to improve boardsmanship by studying educational issues and participating in board training opportunities;
2. Respect and obey the laws of Oklahoma and the United States, working to bring about desired changes through policies adopted by the board of education and through legal and ethical procedures;
3. Formulate legislative goals, policies, and strategic plans for the district, delegating to administrators the administrative functions of the school(s);
4. Recognize that I, as an individual board member, have no legal authority outside the meeting of the board and will take no private action that will compromise the board or administration;
5. Refrain from local board actions locally that would substantially interfere with or injure the program of education elsewhere;
6. Make every effort to be prepared, punctual, and in attendance at every board meeting;
7. Respect the confidentiality of privileged information and refrain from disclosing information that may be injurious to individuals or the school(s);
8. Encourage the free expression of opinion by all board members and staff, seeking systematic communications between board members and the public inside and outside the school district;
9. Be committed to promoting a cooperative atmosphere in order for the board to effectively serve the students;

- I. Recognize and reward excellence in student achievement, teacher performance, and administrative leadership;
- ∴ Refrain from using my board position for personal or partisan gain.

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Legal Descriptions of Election District – Board Seat #4 of the Midwest City-Del City School District:

Election District 4

The area described herein below is officially designated **Election District 4** of the Midwest City-Del City School District:

Beginning at the intersection of Northeast 4th Street and Vickie Drive, the northerly boundary of the school district; thence east along the northerly boundary line to a point one-half mile east of Post Road; thence south along the school district boundary to the intersection with Southeast 29th Street; thence west along the center line of Southeast 29th Street to the intersection with South Post Road; thence north along the center line of South Post Road to the intersection with Reno Avenue; thence west along the center line of Reno Avenue to the intersection with Midwest Boulevard; thence north on the center line of Midwest Boulevard to the intersection with Country Club Circle; thence west on the center line of Country Club Circle to the intersection with Ridgewood Drive; thence west on the center line of Ridgewood Drive to the intersection with West Silver Meadow Drive; west on the center line of West Silver Meadow Drive to the intersection with Sun Valley Drive; thence southwesterly on the center line of Sun Valley Drive to the intersection with North Glen Oaks Drive; thence southeasterly on the center line of North Glen Oaks Drive to the intersection with North Meadow Lane; thence south on the center line of North Meadow Lane to the intersection with Reno Avenue; thence east on the center line of Reno Avenue to the intersection with Air Depot Boulevard; thence south on the center line of Air Depot Boulevard to the intersection with Southeast 15th Street; thence west on the center line of Southeast 15th Street to the intersection with Howard Drive; thence north on the center line of Howard Drive to the intersection of Reno Ave.; thence west on the center line of Reno Ave. to the intersection of Vickie Drive; thence north on the center line of Vickie Drive to the intersection with Northeast 4th Street, to the point of beginning.

SCHOOL BOARD MEMBERS TERM OF OFFICE

It is the policy of the Mid-Del Board of Education that as mandated by Oklahoma Statute, Title 26, Section 13A-103, a general election, held for the purpose of electing a member or members of the Board of Education, shall be held on the first Tuesday in April, unless another date is established by the state legislature.

Every candidate for a position on the Board shall file a notification and declaration for that office with the Oklahoma County election board between the hours of 8 a.m. on the first Monday in December and 5 p.m. on the following Wednesday. A primary election shall be held if more than two candidates file for a board seat on the second Tuesday in February. A candidate receiving more than fifty percent of the votes cast in the primary election will be elected to the office. If no candidate receives more than fifty percent of the votes cast in the primary election, then the two candidates with the highest number of votes shall appear on the ballot at the general election.

To be eligible to file a notification and declaration of candidacy, the prospective candidate must have been a registered voter in the election district, or ward, and a resident residing within said election district for at least six months immediately preceding the filing period. No person is eligible to be a candidate or to be elected to a Board of Education unless the person has been awarded a high school diploma or certificate of high school equivalency.

Board members shall be elected to serve a term of five years or until such time as their successors are duly appointed or elected and have qualified as prescribed by law. Terms of office shall be staggered so that one member shall retire from the Board each year.

A vacancy on the Board of Education will occur by law when a Board member:

1. Dies;
2. Resigns;
3. Moves out of the school district;
4. Fails to timely complete required workshop hours;
5. Is convicted of any felony or any offense involving a violation of the member's official oath;
6. Pleads guilty or nolo contendere to a felony or any offense involving a violation of the member's oath;
7. Abandons the office; or
8. Assumes the duty of a second public office when the holding of such office and being a Board member violates the dual office-holding provisions of the law. This does not apply to any elected or appointed member of a local school board who is a member or an officer of a volunteer fire department; and directors or officers of a rural water district, chiefs of municipal fire departments or rural fire districts who are appointed or elected to an unsalaried office, except where the duties of the office would create a conflict of interest.

9. Ceases to be a resident of the Board district or ward for which the person was elected.

The Board of Education shall determine if and when a vacancy occurs on the Board. Such vacancy shall be filled by appointment and the appointee shall serve until the next regular election if the person is appointed to fill such vacancy in the first half of the term of office for the Board position. If the person is appointed to fill such vacancy after the first half of the term of office for the Board position, then the appointee shall serve for the balance of the unexpired term. If no one is appointed within sixty (60) days of the date the Board declared the seat vacant, a special election shall be held and the elected member shall fill the vacancy for the unexpired term.

Each Board member is expected to attend all Board meetings. If an emergency situation should arise which will prevent a Board member from attending a scheduled meeting, the Board member should notify the Board President or the Superintendent.

REFERENCE: 26 O.S. §13A-103, §13A-110

51 O.S. §6

70 O.S. §5-107A

70 O.S. §13A-105, §13A-110

APPLICATION FOR VACANT BOARD POSITION

Name: _____

Address: _____

Telephone: _____

1. I received a high school diploma or G.E.D. on _____ (date) from _____
_____ (name of institution).
2. I have resided at the above-referenced address for _____ (number years/months).
(Must have been a resident of the district and of the geographical ward for the vacant position, if one exists,
for six months.) If you have recently moved within the district and/or ward please explain:

3. I registered to vote on _____ (date) with the county election board.
(Must have been registered to vote at an address located within the district for six months.)
4. I have not been convicted of a felony nor have I pleaded nolo contendere to a felony within the past fifteen
(15) years.
5. I am not related to any employee of the district within the second degree. (Those within the second degree
include the following: spouse, child, child's spouse, parent, parent's spouse, grandchild, grandchild's spouse,
grandparent, grandparent's spouse, brother, brother's spouse, sister, sister's spouse, spouse's child, spouse's
parents, spouse's grandchild, spouse's grandparents, spouse's brother, spouse's sister.)

I wish to be considered as a viable candidate for the vacant Board position.

Dated this _____ day of _____, 20_____.

Signature

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public