

STATE OF DELAWARE
COMMISSIONER OF ELECTIONS

SCHOOL BOARD MEMBER FILING PACKET

ENCLOSED
Candidate Filing Form
Certification of Intention
Candidate Information Sheet
Withdrawal Form

INSTRUCTIONS

1. A qualified person seeking to become a candidate for election to the Board of Education for a public school district shall complete a *Candidate Filing Form*, have his/her signature notarized and submit the form to the Department of Elections for the county in which the administrative office of the school district is located **no later than 4:30 p.m. on the first Friday in March** except as noted below. Candidates filing for seats on the Milford School District Board of Education shall file with the Department of Elections for Kent County. If the first Friday in March is a State of Delaware holiday, the filing deadline shall be extended to 4:30 p.m. on the State's next regular business day.
2. The person filing as a candidate must, if applicable, complete the *Certification of Intention* form and mail it to the Commissioner of Elections Office at the address on the form.
3. A person who decides to withdraw as a candidate for election to the Board of Education for a public school district must complete the *Withdrawal Form*, have his/her signature notarized and submit the *Withdrawal Form* to the Department of Elections for the county where they filed.
4. The *Candidate Information Sheet* provides information about the conduct of the election and rules governing access to the polling place. All candidates and their representatives shall comply with all rules regarding electioneering and the polling place.
5. Contact the Department of Elections for the county responsible for the election if you have any questions.

KENT COUNTY

Dept of Elections for Kent County
455 Court St
Dover, DE 19901
(302) 739-4498
FAX: (302) 739-4515

NEW CASTLE COUNTY

Dept of Elections for New Castle County
820 N French St
Wilmington, DE 19801
(302) 577-3464
FAX: (302) 577-6545

SUSSEX COUNTY

Dept of Elections for Sussex County
119 N Race St
Georgetown, DE 19947
(302) 856-5367
FAX: (302) 856-5082

STATE OF DELAWARE
COMMISSIONER OF ELECTIONS

School Board Member
CANDIDATE FILING FORM

I, _____, hereby swear (or affirm) that I was born on
(Print or Type Name of Candidate)

_____, that I reside at _____, within
(Date of Birth) (Residence Address of Candidate)

Nominating District _____ of the _____ School District, that I am
(If Required) (Name of School District)

qualified to vote in public school elections within the above named nominating district and school district, and that I hereby file as a candidate for school board member in the above named school district for the election to be held on _____.
(Date of Election)

I furthermore swear (or affirm) that I do not hold a paid position that is subject to the rules and regulations of the school board for the above named school district and that I have not been convicted of embezzlement of public money, bribery, perjury or other infamous crime.

Mailing Address if different than residence address: _____

Phone (optional): (H) _____ (W) _____

email (optional): _____

(Signature of Candidate)

Sworn to and subscribed before me this

_____ day of _____ 2 _____

NOTARY PUBLIC

-----For Office Use Only-----

Received by: _____ **Date:** _____



CERTIFICATION OF INTENTION

§ 8004. School Boards and Offices Paying Under \$1000.

(a) Notwithstanding anything provided elsewhere in this chapter, no candidate for election to any school board or to any other public office that pays less than \$1000 per year shall be required to form a candidate committee if he or she signs under penalty of perjury a statement in a form prepared by the Commissioner, certifying that such candidate does not intend nor expect that his or her campaign will receive nor spend, from the date of the first contribution or expenditure on behalf of such candidate's election until the end of the year in which the election for such office is held, more than \$2000. If notwithstanding the execution of such a statement, such candidate's campaign nevertheless receives more than \$2000 in contributions or expends more than \$2000 (including any contributions or expenditures by the candidate) before the end of the year in which the election for such office is held, the candidate shall within 7 days thereafter, so notify the Commissioner, and shall cause to be filed all reports that would have otherwise been required theretofore under this chapter.

(b) No candidate who has filed the statement in subsection (a) of this section shall be required to file any reports with the Commissioner; provided, however, that if such candidate's campaign receives more than \$2000 contributions or expends more than \$2000 (including any contributions or expenditures by the candidate) before the end of the year in which the election for such office is held, such committee shall, within 7 days thereafter, so notify the Commissioner and shall file all reports that would otherwise have been required theretofore under this chapter. (67 Del. Laws, c. 449, § 1.)

CERTIFICATION OF INTENTION

With this certificate of intention I, _____, hereby certify under
(Please Print/Type Candidate's Name)

penalty of perjury, as a candidate for the office of _____,
(Please Print Name of Office)

for _____, I will comply with and
(Please Print Name of Town, Municipality or School District As Appropriate)

adhere to the provisions mandated in §8004, Title 15 of the Delaware Code as they pertain to my tenure.

I also certify that all information I provide herein to be true and complete.

Street Address

Account Number *(For Office Use Only)*

City, State and Zip Code

Telephone Number

Signature

Today's Date

Note: Please return completed Certification of Intention to the State Elections Commissioner at the address indicated in the letterhead at the top of this page.

STATE OF DELAWARE
COMMISSIONER OF ELECTIONS

School Board Member

CANDIDATE INFORMATION SHEET

1. The information on the *Candidate Filing Form* is public information and will be provided to anyone who requests it.
2. Each candidate on the ballot may authorize persons **in writing** to serve as challengers and observe the election in the various polling places. One Challenger representing each candidate may be present in each polling place. Challengers may be replaced during the day and may serve as a Challenger in more than one polling place during the election. A Challenger may challenge a voter for cause. The Inspector and both Judges hear the challenge and decide, by majority vote, whether to permit the person to vote. A Challenger who disrupts the activities in the polling place may be asked to leave the polling place. A Challenger may view the Polling Place records and the counters on the Officers Control Panel, but may not interfere with the voting process when doing so.
3. Electioneering is not permitted within the polling place or within 50 feet of any of the entrances to the polling place. See Delaware Code, Title 15, § 4942 for details.
4. The following persons are permitted in the voting room: Department of Elections staff with identification; the Commissioner of Elections and his staff with identification; authorized challengers; the assigned Election Officers; persons voting or waiting to vote; a child or children aged 16 or below accompanying a voter; and a person or persons assisting a voter (may not be a representative of the person's employer or union).
5. A candidate on the ballot or a candidate's authorized challenger may be present to observe the set up of the polling place and to observe the closing of the polls.
6. A candidate may request a recompilation of the vote by presenting a petition signed by 25 or more persons who voted in the election within 96 hours of the certification of the election if the difference in the election was the larger of 10 votes or ½ of 1% of the total vote.
7. Candidates may withdraw by submitting the *Withdrawal Form* to the Department of Elections conducting the election. See Delaware Code, Title 14, § 1073 (c) for further information.
8. The offering by a person of anything of value to another person to vote or to vote in a particular manner is prohibited by law. Similarly a person may not accept anything of value for voting or for voting in a particular manner.
9. Candidates should contact the Department of Elections conducting the election for information regarding where the votes will be tallied following the election and where and when the election will be certified.
10. Candidates should contact the Department of Elections conducting the election for other information regarding the conduct of the election.

STATE OF DELAWARE
COMMISSIONER OF ELECTIONS

School Board Member
WITHDRAWAL FORM

I, _____, hereby withdraw as a candidate for school
(Print or Type Name of Candidate)

board member for Nominating District _____ of the _____
(If Required) (Name of School District)

School District for the election to be held on _____.
(Date of Election)

(Signature of Candidate)

Sworn to and subscribed before me this

_____ day of _____ 2_____

NOTARY PUBLIC

-----For Office Use Only-----

Received by: _____ **Date:** _____