

## 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  
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 parent  
spouse's grandchild .....spouse's grandparent  
spouse's brother .....spouse'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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# IMPORTANT INFORMATION

for school board candidates

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 to 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

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