

The undersigned, being duly qualified voters of the City School District of the City of Beacon, New York do hereby nominate \_\_\_\_\_ residing at \_\_\_\_\_, \_\_\_\_\_, to be a candidate for member of the Board of Education of the City School District of the City of Beacon, New York, to be voted on at the School Election to be held in said district on May 18, 2021.

NO.	DATE	PRINT NAME	SIGNATURE	RESIDENCE	CITY/TOWN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

\_\_\_\_\_  
Name (person collecting signatures)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Petitions are due on Wednesday, April 28, 2021 at 5:00 P.M. in the District Clerk's office.  
Petitions must include 50 signatures of qualified voters of the Beacon City School District.***

**BEACON CITY SCHOOL DISTRICT  
EXPENDITURE AND CONTRIBUTION STATEMENT  
FOR CANDIDATES FOR MEMBER OF THE BOARD OF EDUCATION**

The following statement (including attachment, if necessary) shall be completed, signed, notarized and filed with the District Clerk of the Beacon City School District, 10 Education Drive, Beacon, New York 12508. If total expenditures, including those incurred by others on my behalf, with my approval, exceed \$500 or the aggregate amount of contributions to my campaign exceed \$500, this statement must also be filed with the Commissioner of Education, NYS Education Department, State Education Building, 89 Washington Avenue, Albany, New York 12234.

**THREE (3) STATEMENTS MUST BE FILED BY THE FOLLOWING DATES:**

- (1) on or before the 30<sup>th</sup> day preceding the date of the election (April 18, 2021)
- (2) on or before the 5<sup>th</sup> day preceding the date of the election (May 13, 2021)
- (3) within 20 days following the date of the election (June 7, 2021)

I, \_\_\_\_\_, am a candidate for member of the Board of Education of the Beacon City School District, at an election to be held on **May 18, 2021**.

**COMPLETE THIS SECTION IF LESS THAN \$500 HAS BEEN EXPENDED OR RECEIVED IN CONTRIBUTIONS DURING THE PARTICULAR REPORTING PERIOD:**

**I HEREBY CERTIFY THAT:**

\_\_\_\_\_ as of \_\_\_\_\_, 2021, I have expended and/or others have expended on my behalf, with my approval, less than \$500 on my campaign in support of my candidacy for this office; and

\_\_\_\_\_ as of \_\_\_\_\_, 2021, the aggregate amount of contributions received by my campaign does not exceed \$500.

**COMPLETE THIS SECTION IF MORE THAN \$500 HAS BEEN EXPENDED OR RECEIVED IN CONTRIBUTIONS DURING THE PARTICULAR REPORTING PERIOD:**

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\_\_\_\_\_ as of \_\_\_\_\_, 2021, I have expended and/or others have expended on my behalf, with my approval, a total of \$\_\_\_\_\_ on my campaign in support of my candidacy for this office. **If you check this, you must complete the attached sheet.**

\_\_\_\_\_ as of \_\_\_\_\_, 2021, the aggregate amount of contributions made by others on my behalf, with my approval, was \$\_\_\_\_\_. **If you checked this, you must complete the attached sheet.**

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

Sworn to before me this  
\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Notary Public

**NOTE: IF YOU RECEIVE A CONTRIBUTION OR LOAN OF MORE THAN \$1,000 AFTER THE FILING OF THE SECOND STATEMENT, YOU MUST REPORT IT, IN A NOTARIZED WRITING, TO BOTH THE DISTRICT CLERK AND COMMISSIONER OF EDUCATION WITHIN 24 HOURS OF RECEIPT.**

**ATTACHMENT TO  
EXPENDITURE AND CONTRIBUTION STATEMENT**

**THIS FORM MUST BE COMPLETED IF YOU (AND/OR OTHERS) EXPEND MORE THAN \$500 ON YOUR CAMPAIGN DURING ANY REPORTING PERIOD OR IF YOU RECEIVE MORE THAN \$500 IN CAMPAIGN CONTRIBUTIONS DURING ANY REPORTING PERIOD.**

**CAMPAIGN EXPENSES:**

<b>Expense</b>	<b>Date</b>	<b>Amount</b>
_____	_____	_____
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**CONTRIBUTIONS**

<b>Name of Contributor</b>	<b>Address</b>	<b>Amount/Fair Market Value</b>
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**NOTE: If Contributor Is a Political Committee, Include Political Unit Represented, Date of Receipt, Dollar Amount of Every Expenditure and Name and Address of the Person to Whom it Is Made.**

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 CAMPAIGN CONTRIBUTION STATEMENT  
 FOR CONTRIBUTIONS OF MORE THAN \$1,000 RECEIVED  
 AFTER FILING OF SECOND EXPENDITURE AND CONTRIBUTION STATEMENT**

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_____	_____	_____
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Notary Public

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**ATTACHMENT TO  
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<b>Expense</b>	<b>Date</b>	<b>Amount</b>
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## CANDIDATES AND CAMPAIGNING

### Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least one hundred (100) qualified voters of the district, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than twenty (20) days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected. Candidates for the Board are nominated to serve at large and do not run for a specific seat on the Board.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

### Reporting Expenditures

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the commissioner of education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised, or incurred, by for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicated this to be the case. No other campaign expenditure statement is required.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5th) day preceding the election and a final statement must be filed within 20 days after the election.

### Electioneering

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on school district matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.

Cross-ref: 1050, Annual District Election and Budget Vote

Ref: Education Law §2018; 2608

Adoption date: March 9, 2015

## VOTING PROCEDURES

### Eligibility to Vote

A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least 18 years of age;
3. a resident within the school district for a period of 30 days next preceding the election at which such person desires to vote;
4. qualified to register or is registered to vote in accord with section 5-106 of the Election Law which excludes:
  - a) those convicted felons who have not been pardoned or had their rights of citizenship restored, those whose maximum sentence of imprisonment has not expired; and/or those who have not been discharged from parole;
  - b) persons adjudged mentally incompetent by a court; and
5. registered to vote with the district's Board of Registration or on a current voter list maintained by the local Board of Elections, because the district uses personal registration.

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Each annual or special election or meeting shall have a presiding chairman appointed by the Board. Such chairman shall have the responsibility of properly handling any challenges to the qualification of any voter

### Voting

Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be a situation where the machines are unavailable due to mechanical failure. If this should arise, paper ballots will be used.

Each voting machine shall have at least two election inspectors appointed by the Board in attendance during all voting hours. It shall be the duty of the District Clerk and assistant clerk or clerks to

keep a poll list containing the name and legal residence of each person before such person is permitted to vote.

Election inspectors shall not advise or induce such voter to vote on any proposition or candidate, and if the election inspector were to learn how the individual voted, the election inspector shall never reveal the vote(s) recorded to any other person at any time.

Write-in ballot slots are required. Ballots containing the names of nominated candidates will be provided by the Board. There will be as many write-in slots as there are vacancies at the time of election.

The writing in of a name in the blank space so provided, will sufficiently indicate a vote. The district cannot require a voter to place any other mark beside the name of a write-in candidate.

#### Absentee Ballots

The Board provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget, and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements, and explain the reason for his/her inability to appear in person to vote.

In particular, the individual must explain that he/she will be unable to appear to vote in person on the day of the school district election because:

1. he/she will be a patient in a hospital, or unable to appear personally at the polling place on such day because of illness or physical disability;
2. his/her duties, occupation, business, or studies will require him/her to be outside of the county or city of his/her residence on such day;
3. he/she will be on vacation outside the county or city of his/her residence on such day;
4. he/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in prison after conviction for an offense other than a felony; or
5. he/she will be accompanying his/her spouse, parent or child who will be absent for one of the reasons listed above, so long as the spouse, parent or child is, or would be, a qualified voter of the district.

The district shall request registration lists from the Board of Elections for those voters whose registration record has been marked "permanently disabled" and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

Ref: Education Law §§2012; 2014; 2018; 2018-a; 2018-b; 2018-c; 2019;  
2019-a; 2020; 2025; 2032(2)(e); 2035; 2037; 2603; 2607; 2610; 2613  
Election Law §§3-224; 5-106; 5-612; 5-400  
*Matter of Rodriguez*, 31 EDR 471 (1992)  
*Matter of Gresty*, 31 EDR 90 (1991)  
*Matter of Ferro*, 25 EDR 175 (1985)  
*Matter of Manno and Maloney*, 23 EDR 172 (1983)  
*Matter of Yost*, 21 EDR 140 (1981)  
*Matter of Alpert and Helmer*, 20 EDR 281 (1980)  
*Matter of Reigler and Barton*, 16 EDR 256 (1977)

Adoption date: March 9, 2015



**BOARD MEMBER QUALIFICATIONS**

The qualifications of a member of the Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;  
(Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school district; and
7. may not simultaneously hold another incompatible public office, including, but not limited to Superintendent, clerk, tax collector, treasurer or librarian, or an employee of the Board. Board members may not hold any city office other than that of police officer or firefighter.

Ref: Education Law §§2102; 2103; 2502(7)  
Election Law §5-106(2)-(4), (6)  
*Rosentock v. Scaringe*, 40 N.Y.2d 563 (1976)  
*Matter of Schoch*, 21 EDR 300 (1981)

Adoption date: March 9, 2015



New York State  
School Boards  
Association

# RUNNING FOR THE SCHOOL BOARD



What all prospective school board  
members should know



## Commitment to Public Education

A school board member takes on one of the most important citizen responsibilities: overseeing the education of the community's youth. In these challenging times for public education, school boards are seeking men and women who find excitement and satisfaction in confronting tough challenges and working collegially to rise above them and help students in their communities succeed.

The board of education is a uniquely American institution. It oversees and manages the community's public school system. It ensures the public schools are flexible and responsive to the needs of the community.

School boards are comprised of volunteers within the community who dedicate their time to better public education. Except for those in Yonkers and New York City, board members are elected.

The size of a school board depends on the type of school district but generally ranges between three and nine members. With limited exceptions, school board members serve three-, four- or five-year terms. Terms are staggered so all board positions are never open at the same time. Voters have the power to change the size of the board as set forth within the law.

# RUNNING FOR THE SCHOOL BOARD



## Responsibilities of a board member

With schoolchildren always their ultimate focus, school board members act officially at the board table, working with other board members to serve students and accomplish the following:

- Create a shared vision for the future of education
- Set the direction of the school district to achieve the highest student performance
- Provide rigorous accountability for student achievement results
- Develop a budget and present it to the community, aligning district resources to improve achievement
- Support a healthy school district culture for work and learning
- Create strategic partnerships with the community stakeholders
- Build the district's progress through continuous improvement
- Adopt and maintain current policies
- Hire and evaluate the superintendent
- Ratify collective bargaining agreements
- Maintain strong ethical standards

## Characteristics of a board member

Below are attributes that all effective board members should possess.

- **Effective Communicator:** Can describe what he or she wants and describe what others want; a good listener
- **Consensus Builder:** Capable of working toward decisions that all can support and willing to compromise to achieve goals
- **Community Participant:** Enjoys meeting a variety of people, can identify the community's key communicators and reaches out to the community
- **Decision Maker:** Is comfortable making decisions and can support group decision-making
- **Information Processor:** Can organize priorities and schedules to handle large amounts of verbal and written information
- **Leader:** Willing to take risks, be supportive of board colleagues, district staff and community
- **Team Player:** Helps promote the board's vision and goals

# Running for Your Local School Board

Once you have made the commitment to run for your local school board, there are requirements, deadlines, and processes that must be adhered to.



*2021 Dates  
to Remember*

**April 19** – Petition must be filed for central, union free and common school districts

**April 28** – Petition must be filed for all small city school districts

**May 18** – Budget Vote & Election Day

## Eligibility Requirements

Generally, school board candidates must be a U.S. citizen, at least 18 years old, qualified voters in the school district and able to read and write. They must be residents of their districts continuously for one year (as little as 30 days or as long as three years in some city school districts) before the election. They cannot be employed by the board on which they will serve or live in the same household with a family member who is also a member of the same school board.

## Nominating Petitions

The requirements for filing nominating petitions for a school board vary depending upon the type of school district. Generally, candidates must submit a nominating petition to the school district clerk. The petition must be signed by at least 25 qualified district voters or two percent of the number of those who voted in the previous annual election, whichever number is greater. In small city school districts, nominating petitions must be signed by at least 100 qualified voters.

The petition must include the following:

- Candidate's name and residence
- Vacancy in question
- Incumbent's name (if any)
- Residences of the persons who signed the petition
- Length of the term of office for which the candidate is being nominated

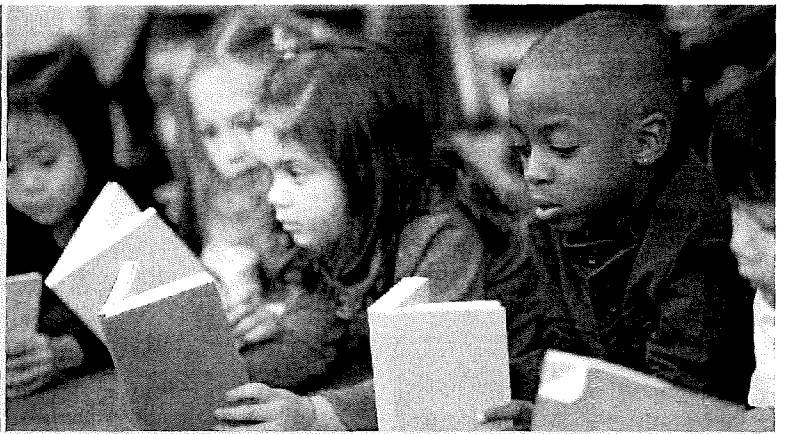
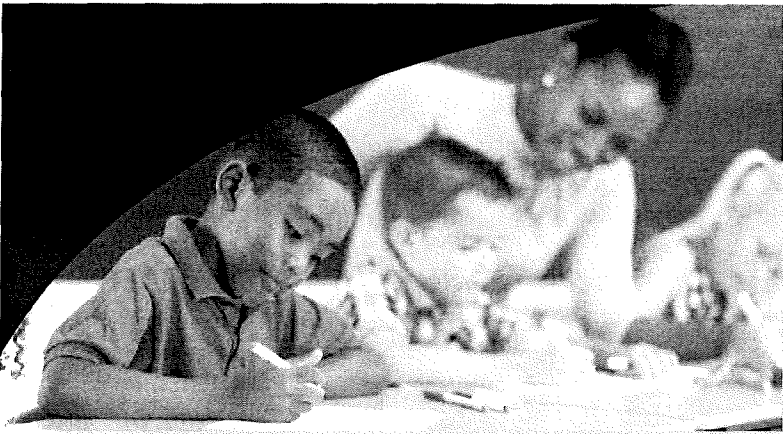
Blank petitions are often available from the district clerk.

If a school district runs for seats "at large" such that each nominee is eligible for each vacancy, the nominating petition does not need to identify the specific incumbent's seat the nominee is seeking. This petition must be filed with the district clerk at least 30 days (20 days in small city districts) before the election meeting, between 9:00 a.m. and 5:00 p.m. In 2021 nominating petitions in small city school districts must be filed by April 28th, in other districts nominating petitions must be filed by April 19th.

## Campaigning

Once the petition is filed, the next step is to gather support. State law requires all candidates for election to a board of education to file a sworn statement with the district clerk disclosing their campaign expenses. Statements must be filed at three different times during the election period. If expenditures made by the candidate or by others on the candidate's behalf exceed \$500, a statement also should be filed with the commissioner of education. Expenditures of not more than \$25 may be made without the candidate's permission if the donor or donors file a sworn statement with the clerk and the commissioner stating that the candidate did not approve the expenditure.

Details concerning these requirements may be obtained from your district clerk or from the Performance Improvement and Management Services (PIMS) and Chief Financial Office (CFO), New York State Education Department, Albany, NY 12234.



**Election** By state law, school board and budget elections, in all districts except the Big 5 (Buffalo, New York City, Rochester, Syracuse and Yonkers), must be held on the third Tuesday in May. In 2021, the budget vote and election occurs on May 18th.

## New York State School Boards Association

If you are elected, you don't need to face this new challenge alone. The New York State School Boards Association is here to help you!

The New York State School Boards Association (NYSSBA) was founded in 1896 in Utica, New York. With over 100 years of commitment, NYSSBA serves as the statewide voice of more than 650 boards of education.

The Association provides current information and advice on matters affecting school boards and works with other educational and related organizations in promoting excellence in public education. Consistent with our dedication to children, learning and the community, the Association provides advocacy, information, leadership development and custom services to public school boards.

## Training

Once elected, you will be required by New York State law to fulfill mandatory training within your first year of service. This includes fiscal oversight training and governance skills training. NYSSBA provides convenient online courses and regional academies to fulfill these requirements and to further your knowledge of public education and your responsibilities as a board member.

NYSSBA is ready to assist you in your effort to serve your community. Good luck in your pursuit of school board service and thank you for your dedication to providing quality education for New York State public school children.

**For more information on school board service training and support, visit [The School Board Member Experience at www.nyssba.org/experience](http://www.nyssba.org/experience) or contact The New York State School Boards Association at (518) 783-0200 or via email at [info@nyssba.org](mailto:info@nyssba.org).**

