



"We Keep the Records of Your Life"

The following information is conveniently located on our Calhoun County Clerk-Election's webpage at co.calhoun.mi.us/elections.taf. Accessing the electronic version will provide easy access to forms and additional information underlined in blue.

Filing for the Office of: **School Board of Education**

A candidate shall be a resident and registered voter of the school district the individual seeks to represent and shall remain a resident and registered voter to hold his/her office, if elected. Elections for school board offices shall be by nonpartisan elections.

General Election date: November 6, 2018

Filing Official:

- **Lakeview School District candidates** file with the Battle Creek City Clerk's Office located at 10 N. Division Street, Battle Creek, Michigan; office hours: Monday-Friday, 8:00a to 5:00p.
- **All other School Districts** file with the Calhoun County Clerk-Election's Office located at 315 W. Green Street, Marshall, Michigan; room 2-100a; office hours: Monday-Friday, 8:00a to 5:00p.

Filing requirements for

- **Candidates seeking election**

The filing deadline for candidates is **JULY 24, 2018, 4:00 pm**. A complete filing includes an **Affidavit of Identity** AND either **Nominating Petitions (School District)** OR a **\$100 nonrefundable filing fee**.

All candidates must submit an [Affidavit of Identity](#). Under [Michigan's Campaign Finance Act](#), a candidate may not have any outstanding notices of Failure to File or late filings fees with any filing official in the State as of the date the affidavit is executed.

The proper petitions for school board candidates to use are: "**Nominating Petition (School District)**". In a district with [less than 10,000 in population](#) (based upon the most recent federal census), petitions must bear a [minimum of 6 valid signatures](#) from qualified and registered voters within your school district; up to 20 signatures can be filed to cover the minimum signature requirement. This includes: Athens Area Schools, Homer Community School District, Mar Lee School District, Pennfield Schools, and Tekonsha Community Schools.

In a district with a [population of 10,000 or more](#), petitions must bear a [minimum of 40 valid signatures](#) from qualified and registered voters within your school district; up to 100 signatures can be filed to cover the minimum signature requirement. These include: Battle Creek Public Schools, Harper Creek Community Schools, Lakeview School District and Marshall Public Schools.

A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the '[Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms](#)' booklet ED-106. All Nominating petitions can be obtained at our County Clerk-Election's office in Marshall.

A \$100.00 nonrefundable filing fee may be submitted in lieu of a petition. Cash or check is accepted and a receipt will be issued at time of filing. If filing by check, please make payable to: The Calhoun County Clerk's Office.

Once approved the candidate's name will appear on the official General election ballot in November.

Withdrawal: the deadline for withdrawing a candidate filing is **JULY 27, 2018, 4:00 pm**. The withdrawal must be in writing and must be filed with the filing official.

PETITIONS: The heading of the petition **must be complete BEFORE** circulating petition sheets to acquire signatures.

Legal Name of School District, City or Township where circulated and county (note: you must have a **separate sheet** for each city or township where circulated):

- ❖ Athens Area Schools can be circulated in portions of Athens, Burlington, Leroy, and Newton Townships in Calhoun County; Sherwood Township in Branch County; Leonidas Township in St. Joseph County; and Wakeshma Township in Kalamazoo County.
- ❖ Battle Creek Public Schools can be circulated in the City of Springfield, and portions of the City of Battle Creek, Bedford, Emmett and Pennfield Charter Townships in Calhoun County.
- ❖ Harper Creek Community Schools can be circulated in portions of the City of Battle Creek, and Emmett, Fredonia, Leroy, Marshall, Newton and Pennfield Townships in Calhoun County.
- ❖ Homer Community School District can be circulated in portions of Albion, Clarendon, Eckford, Fredonia, Homer and Tekonsha Townships in Calhoun County; Butler Township in Branch County; Litchfield Township in Hillsdale County and Pulaski Township in Jackson County.
- ❖ Lakeview School District can be circulated in portions of the City of Battle Creek.
- ❖ Mar Lee School District can be circulated in portions of Clarence, Eckford, Lee, Marengo and Sheridan Townships in Calhoun County.
- ❖ Marshall Public Schools can be circulated in the Cities of Albion and Marshall, and portions of Albion, Convis, Eckford, Fredonia, Lee, Marengo, Marshall, Newton and Sheridan Townships in Calhoun County; and portions of Concord and Parma Townships in Jackson County.
- ❖ Pennfield Schools can be circulated in portions of the City of Battle Creek, Bedford, Convis and Pennfield Townships in Calhoun County; and Assyria Township in Barry County.
- ❖ Tekonsha Community Schools can be circulated in portions of Burlington, Clarendon, Fredonia and Tekonsha Townships in Calhoun County; and Butler and Girard Townships in Branch County.

A map of the [Calhoun County Intermediate School Districts](#) is available. (Note: Albion Public Schools has now been annexed in to Marshall Public Schools)

Print your name and complete address.

The term of office and expiration (a 4 year term expires December 31, 2022; or
a 6 year term expires December 31, 2024)

Election Day is the 6th day of November, 2018.

BEFORE circulating petitions, refer to the back of the petition sheet for more detailed instructions.

The circulator completes and signs the certificate at the bottom right portion of the sheet **AFTER** all other persons have signed, and/or the sheets are ready to be filed. **The petition sheet should never leave the possession of the circulator until certificate is signed.**

- **For write-in candidates**

A candidate who wishes to seek election to the office of school board member with write-in votes must file a [Declaration of Intent](#) with your filing official no later than **4:00 pm on OCTOBER 26, 2018.**

Campaign Finance Reporting

- State and local candidates are required to comply with the financial disclosure requirements provided under [Michigan's Campaign Finance Act](#), P.A. 377 of 1976.
 - If your district's **most recent pupil enrollment is LESS than 2,401 and you spend, receive or have debt of \$1,000 or less**, you are exempt from campaign finance requirements (you do not need to file a Statement of Organization). You must however include proper identification on printed and broadcast materials, and you must keep track of your expenses. The identification statement must be clear to the reader or listener and worded to include "Paid for by (name and address of person, group or committee)."

In Calhoun County these districts include: Athens Area Schools, Homer Community School District, Mar Lee School District, Pennfield Schools and Tekonsha Community Schools.
 - If your district's most **recent pupil enrollment is 2,401 or MORE**, you are mandated to meet campaign finance requirements. You must first complete and file a [Statement of Organization](#) with the County Clerk in Marshall (be sure to request the waiver if you don't expect to exceed \$1000 in contributions, expenditures or debt) within 20 days of becoming a candidate.

In Calhoun County these districts include: Battle Creek Public Schools, Harper Creek Community Schools, Lakeview School District, and Marshall Public Schools.
 - If you spend, receive or have a debt of over \$1,000 by **October 21st** you are required to file a **Pre-Election Campaign Finance Report** by **October 26th** with our Marshall office. If you filed a Pre-Election report OR you spent, received or have debt of over \$1,000 by **November 26th** you are required to file a **Post-Election report** by **December 6th**. Campaign Finance booklets are available on the internet, simply go to our County Clerk-[Elections page](#), [Campaign Finance tab](#). The Candidate Committee Manual, Forms and Instructions, statement due dates, late contribution forms, and contribution limits can also be obtained from our Marshall office.
- An individual becomes a candidate under the MCFA as soon as he/she:
 - Files an affidavit, fee or nominating petition OR
 - Is certified as the nominee of his/her political party OR
 - Receives a contribution (includes contributions from the candidate's own personal funds), makes an expenditure, or authorizes someone else to do so on his/her behalf OR
 - Is the subject of a recall vote OR
 - Was elected to an elective office and can seek re-election.

Once any of the conditions above has been met, you have:

- 10 days to form a Candidate Committee
- 10 additional days to register your committee by filing a [Statement of Organization](#) with our County Clerk-Election's office in Marshall.
- You will receive a committee ID number from our County Clerk-Election's office to use on all of your future filings and documents; make sure your mailing address and email address is kept up to date so you receive all of the mail sent to you. File on time as late fees apply.

When completing the Statement of Organization:

- Pick a responsible and detail oriented treasurer (Item 8); the duties of the Treasurer are substantial and are covered in [Appendix A](#). Note: the candidate can also serve as Treasurer, simply indicate 'same'.
- Apply for a [Reporting Waiver](#) (Item 10) if you do not expect to spend or receive in excess of \$1,000 per election.
- Bank Accounts (Item 11): the committee must have a separate account in a bank, savings and loan or credit union to receive contributions. Do not commingle committee funds with any other funds. We do not issue FEIN numbers and we are not able to provide advice on the process of opening an account. Each financial institution has rules and regulations.

- Read the [Candidate Committee Manual and Appendices](#).
- Learn about [contributions](#) and [expenditures](#) and what you will be required to report for contributors and vendors used during the campaign. Know what contributions are prohibited as listed in [Appendix O](#) and [Appendix I](#). And know the [Contribution Limits](#) for your committee.
- If you do NOT request a Reporting Waiver, be certain you know what reports need to be filed, and the [filing deadlines](#); avoid late filing fees, file on time!
Pre-November 6, 2018 General Election Report: Close of Books October 21st, file by October 26th
Post-November 6, 2018 General Election Report: Close of Books November 26th, file by December 6th
- Review and understand the [paper Campaign Statement Forms](#) that need to be filed timely with our County Clerk-Election's office in Marshall.
- Be aware of [Late Contribution Reporting](#) as late filing fees can be substantial.
- Don't forget to put identifiers on your publications as explained in [Appendix J](#).
- Book mark these two web pages and read the material provided on them: [Candidate Committee Information](#) and [General Information on the MCFA](#).

Election Cycle for Campaign Finance Reporting:

- 4 Year Term: November 5, 2014 through November 6, 2018
- 6 year Term: May 4, 2011 through November 6, 2018,

After the Election:

- Successful candidates may be required to file the [Campaign Finance Compliance Affidavit](#).
- Future Campaign Finance Reports include: July and October Quarterly Reports, and Annual Reports.
- If you are not successful in your bid, you must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve the committee](#). Don't let fees accrue; work with us to wrap up the committee. Committees that have a Reporting Waiver may file a single-page [Dissolution Campaign Statement](#).

Helpful Candidate Information

The Qualified Voter File (QVF), a statewide voter registration file, is available in our office and can be a valuable tool for your campaign. Information acquired from the QVF includes: registered voters in the county, those who voted in a previous Primary or General election, absentee voters, voters by age group, a street index of the county, or a walking list if you're planning to go door-to-door. This information can be obtained through a [Freedom of Information Request](#). The cost for a hard copy of the information is \$.02 per name; labels are \$.03 per name; or information emailed in an Excel spreadsheet format, or saved to your memory stick, is \$.005 per name (minimum charge of \$10.00).

Please let us know if we can be of assistance to you. Best wishes to you this busy election year! Our phone number is 269.781.0988, fax 269.781.0703, or email: tloew@calhouncountymi.gov.

MARSHALL OFFICE

315 W. Green Street, Marshall, MI 49068
Telephone: 269.781.0707
Fax: 269.781.0720
Clerk and Register of Deeds / Election Services

Visit our web page: www.co.calhoun.mi.us

BATTLE CREEK OFFICE

161 E. Michigan Ave., Battle Creek, MI 49014
Clerk's Office: 269.969.6908
Circuit Court Clerk's Office: 269.969.6518

email us at: info@co.calhoun.mi.us