

Your role in School Board Elections



2022 Executive Administrative Assistants Training
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Board Bylaws:

BB 9220 School Board Elections

BB 9223 School Board Vacancies

ALASKA STATUTES

14.08.041 *Regional school boards*

14.08.051 *School board sections*

14.08.061 *Term of office*

14.08.071 *Elections*

14.08.081 *Recall*

14.12.050 *School board terms*

14.12.080 *Qualification of members*

14.12.110 *Single body as assembly and school board*

29.20.300 *School boards*

29.26.060 *Runoff election*



Alaska Statute

BB 9220 SCHOOL BOARD ELECTIONS

Note: Pursuant to [AS 29.20.300](#), the assembly serves as the school board for third class boroughs. Pursuant to [AS 14.12.110](#), where the public school population is less than 500 the voters may provide by referendum that the borough assembly serve as the school board.

School Board members shall be elected for a three-year term in accordance with procedures established by ordinance for municipal elections or by state regulations for regional educational attendance areas.

Note: Pursuant to [AS 14.14.140](#), a School Board member may not be employed by the school district.

Any person eligible to be a voter in the district is eligible for School Board membership. A district employee may seek election to the School Board but must resign his/her position with the district if elected.

Note: The following optional language is intended to avoid situations which may be viewed as a conflict of interest.

A School Board member should resign from the School Board before seeking to secure district employment. In no event shall a final decision for hire be made prior to receiving the School Board member's resignation.

(cf. [9210](#) - Qualifications)

(cf. [9250](#) - Remuneration, Reimbursement and other Benefits)

(cf. [9270](#) - Conflict of Interest)

Note: The following options should be revised or deleted as appropriate in light of applicable municipal ordinances or state regulations. [AS 29.26.060](#) requires runoff elections for school boards unless otherwise provided by municipal ordinance. [AS 14.08.071](#) authorizes regional school boards, by resolution, to request of the Lieutenant Governor that runoff elections not be held.

OPTION 1: Whenever it is impossible to determine which of two or more candidates has been elected to the School Board, the School Board shall immediately notify the candidates who received the tie votes of the time and place where lots shall be cast to determine the winner.

OPTION 2: Whenever it is impossible to determine which of two or more candidates has been elected to the School Board, a runoff election shall be held in accordance with law.

Note: If subject to the provisions of [AS 39.50.020](#), elected municipal officers, including school board members, are required to file financial disclosure statements upon filing for office and annually after election.



BB 9223 BOARD VACANCIES

Note: The following provisions apply to school boards pursuant to [AS 14.08.045](#). Item 1 below could apply to a write-in candidate whose qualifications were not verified prior to election or to a district employee who fails to resign her/her employment after election.

The School Board may declare a regional school board seat vacant if the person elected:

1. fails to qualify for School Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office while serving as a School Board member,
5. no longer resides within the boundaries which he/she was elected to represent and a two-thirds vote of the School Board declares the seat vacant.

(cf. [9220](#) - School Board Election)

Note: The following is provided for borough and city school boards and may be revised as appropriate.

The school board shall declare a vacancy on the School Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Note: [AS 14.14.080](#) allows a school board to declare a board vacancy when a member fails to attend three consecutive regular board meetings without being excused by the School Board President.

Three consecutive unexcused absences from regular board meetings shall be sufficient cause for the School Board to declare a School Board vacancy.

(cf. [9121](#) - President)

(cf. [9320](#) - Meetings)

Appointment to the School Board

Note: The following optional bylaws may be deleted or revised as desired.

A vacancy on the School Board shall be filled within 30 days of the vacancy by School Board appointment. When making an appointment to the School Board, the School Board desires to draw from the widest possible number of candidates.

The School Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the School Board.
3. Provide candidates with appropriate information regarding School Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.
6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district School Board members and shall be afforded all the powers and duties of a School Board member upon appointment.

(cf. [9210](#) - *Qualifications*)

How do you support your local school board elections?



Our Recommendations

- Inform community of school board member openings qualifications (ex. registered to vote)
 - Post openings on the School Board
 - Post run for school board poster
- Candidate Information Packet
- Hold information session for those interested in running for school board.



AASB Support to Districts in Elections

- Information packet sent to districts in August
 - Sample letter to candidates
- AASB webinar

<https://aasb.org/board-development/>

- <https://aasb.org/RunForSchoolBoard/>



What questions about school board elections and your role in them do you have?



School Board Member Orientation



BB 9230 ORIENTATION

Note: The following optional bylaw may be revised or deleted as desired.

The School Board invites all School Board candidates to attend public School Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the School Board from the time they are sworn into office.

The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about district activities and school programs.

The School Board and the Superintendent or designee shall help each newly elected member to understand the School Board's commitment to board standards, district operations and the School Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the School Board's policies and informational materials on the function of the School Board and the school district, to visit school facilities, and to meet with the Superintendent or designee and School Board president, as needed to become oriented to School Board service.

The incoming member may attend, at district expense, workshops for newly elected members, including such workshops conducted by the Association of Alaska School Boards.

(cf. [9020](#) - Board Standards)

(cf. [9240](#) - School Board Development)

Legal References:

Alaska Statutes

14.14.160 Cooperation and support of certain association functions.

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9/92

AASB Policy Reference Manual

1. Who has an orientation plan?

2. What is in it?






What's
the
plan?

Recommend an orientation plan that includes:

- Invite candidates to attend school board meetings
- Inviting newly elected members to attend first board meeting after election (& before first official meeting).
- School Board Timeline/Calendar
- Roles & Responsibilities
- Board Standards
- Contact Information for School Board, District, etc.

Identify who will be the lead for orientation (should be Superintendent and a board member, typically the school board president).





**What else should be included in an
orientation plan?**

**What has been helpful for your school
board members?**

AASB Resources

- What Every New Board Member Needs To Know (handout)
- Ready Set Govern (pre-conference for new school board members) at Annual Conference.
- First Time board Member Series webinars
- New board members (when we get contact info) added to AASB's commentary listserve



Your Role

- Keep AASB updated on new school board members.
Update board member info here:
<https://aasb.org/membership-directory/>
- Keep what Every Board Member needs to know updated.
- Help schedule onboarding opportunities for board members
- Share AASB information (events, etc.) with all board members.



Questions ?

