

A handbook for

School District Governing Board Candidates

**General Election
November 8, 2022**



**SUPERINTENDENT OF SCHOOLS
EDUCATION SERVICE AGENCY**

Cheryl Mango-Paget
Coconino County School Superintendent
<https://coconino.az.gov/>
(928)679.8057

Dear School District Governing Board Candidate,

Thank you for your interest in running for your school district governing board! Your decision to run for a governing board seat puts you in a position to become an advocate for your community. School boards may be small and local, but they represent perhaps the most important daily civic commitment a citizen can make to our communities, our children, and our future. Our school districts need someone who will bring sharp questions, innovative ideas, and fresh energy. Someone who will look at established routines and policies with new eyes. It is the hope of the Coconino County Superintendent of Schools that if elected, you will be the most effective possible advocate for your community's education vision and values.

The Office of the Coconino County School Superintendent has prepared this handbook and campaign packet to provide information regarding the election process of school district governing board members.

On November 8, 2022, the qualified electors in each of the 10 school and college districts in Coconino County will elect governing board members. Those elected will subscribe to the Oath of Office prior to service. Any documents filed are subject to Arizona Public Records Law.

A candidate for School District Governing Board must meet the following qualifications:

- ▶ Be a citizen of the United States.
- ▶ Be a registered voter of Arizona.
- ▶ Be a resident of the school district for at least one year immediately preceding the day of election.
- ▶ No employee of the district or their spouse may hold membership on the governing board, nor be employed by a 3rd party vendor.
- ▶ Immediate family, that has had the same residence within the previous four years, shall not serve simultaneously on a five-member governing board pursuant A. R. S. § 15-421.
- ▶ May not serve on two School District Governing Boards at the same time.

All required forms for filing with my office are included in this campaign packet. This campaign packet otherwise only provides a summary of some of the requirements for governing board candidates, so please understand it does not and is not intended to cover everything that a candidate needs to know or may be required to do. You may review the Arizona statutes online at <https://www.azleg.gov/arstitle/>, and you may contact my office if you have any questions

Office of the Coconino County School Superintendent
ATTN: Madeline Campbell
2384 N. Steves Blvd, Flagstaff, AZ 86004
(928) 679-8070/ 928-526-1469 FAX
Email: mcampbell@coconino.az.gov

Sincerely,



Cheryl Mango-Paget
Coconino County School Superintendent



TABLE OF CONTENTS

CANDIDATE FILING CHECKLIST 3

MINIMUM NUMBER OF REQUIRED SIGNATURES 4
- Determining the Signature Requirements
- Candidate Eligibility Requirements

500 WORD CANDIDATE STATEMENT 5

**LEGAL REQUIREMENTS FOR CANDIDATE CAMPAIGN ADVERTISEMENTS,
LITERATURE AND
SIGNS.....5**
- Political Campaign Signs
- Placement of Political Campaign Signs

CAMPAIGN FINANCE LAWS..... 6
- Campaigning and Schools Districts
- Political Committee Statements of Organization
- Definition of a Contribution
- Organization of Candidate/Political Committees

CIRCULATING NONPARTISAN NOMINATION PETITIONS..... 7
- Petition Circulator Requirements
- Petition Signer Requirements
- Signature Withdrawal
- Additional Information for Candidates and Petition Circulators

NAME ROTATION ON THE BALLOT 8

SINGLE CANDIDATE FILING OR NO CANDIDATE FILING 8

WRITE-IN CANDIDATE FILING INFORMATION..... 8

PETITION CHALLENGES..... 9

VOTER REGISTRATION INFORMATION 9

EARLY BALLOT REQUESTS 9

FREQUENTLY ASKED QUESTIONS 11

THE 7 HABITS OF A HIHLY EFFECTIVE BOARD MEMBERS13

TITLE 15, CHAPTER 3 ARIZONA LEGISLATURE.....16

CANDIDATE FILING CHECKLIST

The candidate filing period begins **Saturday, June 11 2022** at 8:00 A. M. and ends **Monday, July 11, 2022** at 5:00 P. M. Candidates (or their representatives) shall present ALL of the necessary paperwork at one time. The filing location is the Office of the Coconino County School Superintendent, 2384 N. Steves Blvd, Flagstaff, Az 86004, which is closed on weekends, so filing can begin **Monday June 13, 2022**. Candidates must file all required documents on time or their names **WILL NOT** appear on the ballot. In addition to the required paperwork, pursuant to A. R. S. § 15-421, candidates may submit a 500-word candidate statement and/or recent candidate photograph to appear on the Coconino County School Superintendent's website.

REQUIRED PAPERWORK

- File a **Political Committee Statement of Organization** – Candidates must file a Statement of Organization within 10 days of receiving contributions or making expenditures, in any combination, of at least one thousand three hundred dollars (\$1,300) in connection with their candidacy (A. R. S. §§ 16-905(B), 16-906(A), and 16-931). The campaign finance paperwork shall be filed with the Office of the Coconino County School Superintendent, 2384 Steves Blvd, Flagstaff, AZ 86004.
- Candidate Statement of Interest** – Candidates must file a Candidate Statement of Interest before obtaining their first nomination petition signatures. Any signatures gathered prior to the Candidate Statement of Interest being filed are invalid and subject to challenge unless signatures were collected before August 27, 2019, and the Statement of Interest was filed by January 2, 2020 (A. R. S. §§ 16-311(H)).
- Nonpartisan Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**
 - Candidate's name must legibly be written exactly how he or she would like it to be printed on the ballot. Nicknames are permissible as long as they do not suggest a title and are common usage.
- Nonpartisan Nomination Petitions**
 - Nonpartisan Nomination Petitions are available from the Coconino County School Superintendent's Office and may be provided electronically upon request.
 - A recent photograph of the *candidate* may appear on the Nonpartisan Nomination Petitions.
 - Candidate shall file *at least* the minimum number of signatures required for the office sought and no more than the maximum number of 400 for school districts and CTEDs and 1,000 for community college districts. If there are too few signatures, the Coconino County School Superintendent's Office cannot accept the nominating petitions.
 - Individuals who sign the Nonpartisan Nomination Petitions must be *registered to vote* in the school district or community college district for which the candidate is petitioning.
 - Check to see that the circulator portion on the back of *each* petition page is complete.
 - Check the front of each petition for completeness including, but not limited to, the following: the proper designation of office sought; is there a signature and complete date for each signer; is there a residence address, Arizona post office box, or description of actual residence for each signer?
- Termination Statement**
 - Candidates who have filed a Statement of Organization as a Governing Board Candidate and wish to terminate their committee must file a termination statement (A. R. S §16-934). You may file your termination statement form at the Office of Coconino County School Superintendent. Committees who file to terminate must have no outstanding debts or obligations and no cash on hand. If the committee remains active, it must continue to file campaign finance reports.

MINIMUM NUMBER OF REQUIRED SIGNATURES

A. R. S. § 16-322

Coconino County School Districts	# of positions on ballot	January 2, 2022, Active Voter Registration Total	Minimum Required Signatures*
Flagstaff USD #1	2	62,549	313
Williams USD #2	2	4,150	21
Grand Canyon USD #4	3	1,151	6
Chevelon Butte SD #5	2	693	4
Fredonia-Moccasin USD #6	5	1,225	7
Page USD #8	2	8,516	43
Maine Consolidated SD #10	5	1,023	6
Tuba City USD #15	3	10,688	54
Coconino Community College			
CCC District #2	1	16,064	41
CCC District #3	1	20,759	52
CAVIAT			
CAVIAT CTED-Flagstaff	1	62,549	13
CAVIAT CTED-Fredonia	1	1,225	13
CAVIAT CTED-Page	1	8,516	13
NATIVE			
NATIVE -Tuba City	1	10,688	54

Signature Requirements are calculated using the voter registration figures as of January 2, 2022

**Districts require ½ of 1% of registered voters. Maximum required signatures of 400.

***Community Colleges require ¼ of 1% of registered voters.

**** Per CAVIAT's Bylaws, Career and Technology Education Districts categorized as "single member districts" 1% of the total registered voters in the least populated residency district. Maximum required signatures of 400.

*****Northeast Arizona Technological Institute of Vocational Education district requires ½ of 1% of registered voters. Maximum required signatures of 400.

First Day to File Petitions: June 13, 2022

Last Day to File Petitions: July 11, 2022

DETERMINING THE SIGNATURE REQUIREMENTS

A. R. S. §§ 16-168 and 16-322

In school districts, the basis of percentage shall be the total number of voters registered in the school district or single member district, whichever applies. The total number of voters registered for school districts shall be calculated using the periodic reports prepared by the Coconino County Recorder pursuant to A. R. S. §16-168, subsection G. The count that is reported on January 2 of the year in which the general election is held shall be the basis for the calculation of total voter registration for school districts.

CANDIDATE ELIGIBILITY REQUIREMENTS

A. R. S. § 15-421

To be eligible for nomination to your school district governing board, a candidate must meet the following qualifications:

- Be a citizen of the United States and a resident of Arizona.
- Be a registered voter of Arizona.
- Be a resident of the school district for at least one year immediately preceding the day of election.
- No employee of the district or their spouse may hold membership on the governing board, nor be employed by a 3rd party vendor.
- Immediate family, that has had the same residence within the previous four years, shall not serve simultaneously on a five-member governing board.
- May not serve on two School District Governing Boards at the same time.

500 WORD CANDIDATE STATEMENT

A. R. S. § 15-421(F)

Candidates may submit a recent photograph for posting and a statement not to exceed 500 words that will be posted verbatim on the Coconino County School Superintendent's website: <https://www.coconino.az.gov/>

Candidate statements shall be either typewritten or electronically submitted. If a candidate does not submit a statement, the county school superintendent's website shall state "no response submitted" for the candidate. The candidate photograph should be no larger than 2 inches x 3 inches. Statements and photographs may be submitted between July 11, 2022, and no later than 5:00pm on September 21, 2022. The statements and photographs will be posted on September 28, 2022.

Information for Candidate Campaign Signs

Signs on private property must have written consent by property owner. Signs on government property and rights of way, must follow requirements per jurisdiction.

"Literature or advertisement" means information or materials, other than nonpaid social media messages, that are mailed, e-mailed, posted, distributed, published, displayed, delivered broadcasted or placed in a communication medium and that are for the purpose of influencing an election.

Please verify campaign sign posting requirements with your city or county jurisdiction. It is the responsibility of the candidate or political action committee to ensure that all signs are in compliance.

- **WHEN DISCLOSURE IS REQUIRED:**

Campaign literature or advertisements paid for by any other individual (including in kind) shall include the following disclosures in the advertisement or solicitation, “paid for by,” followed by the name of the person making the expenditure for the advertisement or fund-raising solicitation, and whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate, if any.

- **WHEN DISCLOSURE IS *NOT* REQUIRED:**

Campaign literature or advertisements are placed as a paid link on a website, if the message is not more than two hundred characters in length, a graphic or picture that links the user to another website that complies with A. R. S. § 16-925. Bumper stickers, pins, buttons, pens and similar items on which the statements required in A. R. S. § 16-925 cannot be conveniently printed.

CAMPAIGNING AND SCHOOL DISTRICTS

It is imperative that campaigning stay within the bounds of the law. A. R. S. § 15-511 prohibits using school resources to influence the outcome of an election. The Attorney General’s Office has published guidelines giving practical advice on adhering to the law’s requirements, that states as follows: “No campaign signs, banners, stickers or any item that advocates for or against a candidate, recall, initiative, referendum, bond election, budget override or any ballot measure shall be placed in or on school district or charter school buildings (including but not limited to playing fields, parking lots, walls and fencing.)”

CAMPAIGN FINANCE LAWS

Titles 16 Chapter 6, Arizona Revised Statutes

Nomination papers (Statement of Interest, Nomination Affidavit, Nomination Petitions) may be filed with the Office of the Coconino County School Superintendent 2384 N. Steves Blvd, Flagstaff, AZ 86004.

POLITICAL COMMITTEE STATEMENT OF ORGANIZATION

A. R. S. §§ 16-905, 16-906, and 16-931

A candidate must file a Statement of Organization within 10 days of receiving contributions or making expenditures, in any combination, of **at least \$1,300** in connection with the candidacy.

DEFINITION OF A CONTRIBUTION

A. R. S. § 16-901

Any money, advance, deposit or other thing of value that is made to a person for the purpose of influencing an election.

- a) A contribution that is made to retire a campaign debt from a previous election cycle.
- b) Money or the fair market value of anything (including in kind donations) that is directly or indirectly provided to an elected official for the specific purpose of defraying the expense of communications with constituents.
- c) The full purchase price of any item from a committee.
- d) A loan that is made to a committee for the purpose of influencing an election, to the extent the loan remains outstanding.

ORGANIZATION OF CANDIDATE/POLITICAL COMMITTEES

A. R. S. § 16-906

Each political committee must have a chairperson and a treasurer. The position of chairperson and treasurer of a single political committee may not be held by the same individual, except that a candidate may be chairperson AND treasurer of the candidate's OWN campaign committee.

1. The name of each political committee shall include the name of any sponsoring organization.
2. In the case of a candidate's campaign committee, the committee's name shall include the name of the candidate who designated the committee.
3. Before a political committee raises or spends, in aggregate at least \$1,300, it must designate at least one financial institution as a depository for funds. If the information is not available at the time of the filing of the initial Statement of Organization, the committee must include the information in an amended Statement of Organization. The amended statement must be filed within 5 days after opening the account.

CIRCULATING NONPARTISAN NOMINATION PETITIONS

A. R. S. § 16-321

Nonpartisan Nomination Petitions are available from the Coconino County School Superintendent's Office and may be provided electronically upon request.

PETITION CIRCULATORS' REQUIREMENTS A. R. S. § 16-315

Any person qualified to register to vote in the State of Arizona may circulate a petition. Non-Arizona residents may circulate petitions but must be registered as a circulator with the Secretary of State. Each circulator must complete and sign the back of EACH Nonpartisan Nomination Petition that they circulate. Each circulator, by signing and completing the back of the Nonpartisan Nomination Petition, is verifying:

- that each of the names on the petition was signed in his/her presence on the date indicated, and
- that in his/her belief each signer was a qualified elector who resides at the address given as the signer's residence on the date indicated.

PETITION SIGNERS' REQUIREMENTS

Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing.

An individual may sign only one petition for the same office unless more than one candidate is to be elected to such office, and in that case, not more than the number of nomination petitions equal to the number of candidates to be elected to the office.

SIGNATURE WITHDRAWAL

A. R. S. § 19-113

A signature may be withdrawn by the person who signed a Nonpartisan Nomination Petition not later than 5:00 p. m. on the date the petition is filed with the Coconino County School Superintendent.

ADDITIONAL INFORMATION FOR CANDIDATES & CIRCULATORS

- Candidate Statement of Interest must be filed with Coconino County School Superintendents Office ***PRIOR*** to collecting signatures.
- Complete the heading of each Nonpartisan Nomination Petition ***PRIOR*** to collecting signatures.
- A picture of the candidate may be included on the Nonpartisan Nomination Petition.
- Pay attention to the date column on the Nonpartisan Nomination Petition. Be sure it includes the month, day, and year. Incomplete or incorrect dates may result in the disqualification of the signature.
- Watch for signers who accidentally put phone numbers, zip codes, date of birth, etc. , in the date column.
- Ditto marks and other repeating marks in the address and date columns are acceptable except in the name and signature line.
- Make sure the addresses are complete and able to be verified with voter registration.
- Only 10 signatures will be counted on each Nonpartisan Nomination Petition. Any signature found in the margins of the Nonpartisan Nomination Petition will not be counted. Check the back of EACH Nonpartisan Nomination Petition to ensure that the circulator information is completed correctly prior to filing the nomination papers.

NAME ROTATION ON THE BALLOT

A. R. S. § 15-424(F)

Position of the names of candidates for each office shall be rotated so that each candidate occupies each position on the ballot an equal number of times, insofar as is possible, for each ballot style.

SINGLE CANDIDATE FILING OR NO CANDIDATE FILING

A. R. S. §§ 15-302 and 15-424(D)

In the event that only one person per a seat files nomination papers for an election, the Coconino County Board of Supervisors, no earlier than 105 days before the election, may cancel the election for the position. Under these circumstances, the single candidate who has filed in a timely and appropriate manner will be appointed to fill the office upon the expiration of the current term. A person who is appointed pursuant to this section is fully vested with the powers and duties of the office as if elected to that office.

If no person files a nominating petition for an election, the Board of Supervisors, no earlier than 105 days before the election, may cancel the election for that office and that office is deemed vacant and shall be filled as provided in A. R. S. § 15-302.

WRITE-IN CANDIDATE FILING INFORMATION

A. R. S. §§ 15-424. D and 16-312

Any person desiring to become a write-in candidate shall file the *write-in nomination paper* not later than **July 25, 2022**. The write-in filing procedure shall be in the same manner as prescribed in A. R. S. § 16-312.

Official write-in candidates will have their names posted in the vote centers and on the election website and their votes will be counted. Write-In candidates are responsible for advertising their candidacy.

Write-In candidate names will not be printed on the official ballots.

PETITION CHALLENGES

A. R. S. § 16-351

Signatures on petitions are not verified by the Coconino County School Superintendent. This is an office of filing only. However, petition signatures are subject to challenge by other candidates or electors of the State of Arizona. Challenged signatures are verified by the Coconino County Recorders/Elections Department. Candidate Statement of Interest, nomination papers, affidavit of qualification, petitions and financial disclosure statements become public records once they are filed and are subject to inspection by the general public. It is the duty of the courts, not the Office of the Coconino County School Superintendent, to determine the legal sufficiency of the nonpartisan nomination petitions and/or the candidate's qualifications for office.

A. R. S. § 16-351 states that any elector filing any court action challenging the nomination of a candidate as provided for in this chapter shall do so no later than 5:00 p. m. of the tenth day, excluding Saturday, Sunday and other legal holidays, after the last day for filing nomination papers and petitions. The deadline for challenging nominations is **July 25, 2022, by 5:00 p. m.** The elector shall specify in the action the petition number, line number and basis for the challenge for **each** signature being challenged. Failure to specify this information shall result in the dismissal of the court action. Superior Court shall hear and render a decision within ten days of the filing. Such decision shall be appealable only to the Arizona Supreme Court and notice of the appeal shall be filed within five days after the decision of the Superior Court in the action. The Supreme Court shall hear and render a decision on the appeal promptly.

VOTER REGISTRATION INFORMATION

► **Qualifications to Vote – A. R. S. § 16-101**

Residents are qualified to register to vote if the voter:

1. Has been a resident of Arizona at least 29 days prior to the General Election.
2. Is a citizen of the United States.
3. Is 18 years of age or older or will be 18 by the next General Election.
4. Has not been convicted of treason or a felony unless their civil rights have been restored.
5. Has not been adjudicated an incapacitated person as defined in A. R. S. § 14-5101.

► **How to Register to Vote**

Arizona residents may register to vote in person at their County Recorder's Office, by mail, or at the Motor Vehicle Department's EZVoter Web site at www.servicearizona.com. Forms are also available at government offices and public locations throughout the state or may be requested from the County Recorder or the Secretary of State.

► **Last Day to Register to Vote**

Voters must register 29 days before Election Day to be eligible to vote in the general election. The last day to register to vote is October 10, 2022.

EARLY BALLOT REQUESTS

► **Early Voting by Mail**

October 28, 2022 is the last day for early ballots to be mailed by County Recorder.

► **Permanent Early Voter List (AEVL)**

If you choose to participate, you will automatically receive an Early Voting Ballot for every election that you are eligible to participate in without the need to request a ballot for each election. The Active Early Voter List Form can be found at: <https://www.coconino.az.gov/195/Elections>

▶ **On-Site Early Voting**

Beginning October 12, 2022, and up until 5:00 p. m. on the Friday before the election (November 4, 2022), a voter may vote early in person at the Coconino County Recorder's Office, 110 E. Cherry Ave. Flagstaff, AZ 86001.

▶ **Emergency Voting**

Emergency early voting is permitted if an unforeseen circumstance occurs which would prevent an elector from voting at the vote center. Voters should contact the Coconino County Recorder at (928) 771-3248 for the procedure for emergency early voting between 5:00 p. m. on the second Friday before the election and the Monday before Election Day.

FREQUENTLY ASKED QUESTIONS

Q. What is a Governing Board member?

A. A Governing Board member functions as one part of a school district board (usually consisting of three or five members), making decisions and planning direction for the school district in accordance with State law. Everything board members do is focused on providing the best education possible for the children of the community.

Some areas of responsibility include:

- Develop and support the vision, mission, and goals of the district
- Attend all regular and special meetings of the governing board
- Hire and evaluate the district superintendent
- Provide guidance in the development of the district's budget
- Approval of the district budget
- Establish and approve district policies
- Review district regulations for compliance with policy
- Approve personnel actions based on the superintendent's recommendation

The Arizona School Board Association (ASBA) provides model training and leadership to school board members and administrators. ASBA also conducts in-service education for prospective and experienced board members, including workshops and seminars, an annual delegate assembly, a university of board development, a law conference and an annual conference. Governing boards may also contract with ASBA for customized board training sessions.

Q. When elected, when will the governing board member take office?

A. The newly elected governing board member will take office after the certification of the canvass by the Coconino County Board of Supervisors and the Coconino County School Superintendent. Elected members take office on or after January 1st, upon taking the Oath of Office.

Q. When are Governing Board meetings held?

A. For the purposes of regular meetings of the Governing Board, the board shall hold a regular meeting **at least** once each month during the regular school year and may hold other meetings as often as called. The board shall meet at the most convenient public facility in the school district. A. R. S. § 15-321.

Q. When can I start collecting signatures?

A. Signatures can be collected at any time during the election cycle once petitions have been made available, or the Statement of Organization has been filed.

Q. When can I file the nomination paperwork to run for the governing board?

A. All candidates who desire to have their names printed on the ballot must file all required forms with the Office of the Coconino County School Superintendent during the filing period of **June 13, 2022 through July 11, 2022.**

Q. When do I fill out the nomination paper, affidavit of qualification and campaign finance law statement?

A. This three-section form is to be filled out and signed *not less than ninety nor more than one hundred twenty days before the election.* This form is to be filed with the nonpartisan nomination petitions at the Office of the Coconino County School Superintendent during the filing period of **June 13, 2022 to July 11, 2022.** A. R. S. § 16-311(B)

Q. Can I file my nomination petitions and nomination paper separately?

A. No. A. R. S. § 16-311(H) states that the nomination paper of a candidate must be accompanied by the nomination petitions.

Q. What forms are required?

A. The following forms are required:

1. Statement of Organization if receiving contributions or making expenditures, in any combination, of \$1,300 or more.
2. Candidate Statement of Interest (must be filed prior to collecting signatures).
3. Nomination Paper, Affidavit of Qualification, and Campaign Finance Laws Statement (all three are on one page).
4. Nonpartisan Nomination Petitions (with the minimum number of signatures found on Page 5, signatures collected before the statement of interest is filed are invalid).

Q. Where do I file my nonpartisan nomination petitions and nomination paper?

A. Candidates for the office of school district governing board file all their ORIGINAL paperwork with the Coconino County School

Superintendent, 2384 N. Steves Blvd, Flagstaff, AZ 86004

Q. What is the 500-word candidate statement?

A. Candidates may submit a 500-word statement and recent photograph electronically to Madeline Campbell at mcampbell@coconino.az.gov for publication on the Coconino County School Superintendent's website. If a candidate does not submit a statement, the County School Superintendent's website shall state "no response submitted" for the candidate. The statements may be submitted anytime during the filing period but no later than September 21, 2022 and posted to the website no later than September 28, 2022.

Q. How are petition signatures challenged?

A. Challenging the nomination of a candidate is outlined in A. R. S. § 16-351. Any elector filing a court action challenging the nomination of a candidate shall do so no later than 5:00 p. m. of the tenth day (excluding Saturday, Sunday and other legal holidays) after the last day for filing nomination papers and petitions. For the November 8, 2022, general election the deadline to challenge nomination petitions is July 25, 2022. The elector shall specify in the action the petition number, line number and basis for the challenge for EACH signature being challenged.

Q. Can individuals or the media obtain names and addresses of candidates?

A. Yes. The Nomination Petitions, the nomination paper, and the Statement of Organization, are public records that would be made available to fulfill a public records request.

Q. Where do I file the Statement of Interest?

A. These forms may be filed with the Coconino County School Superintendent at 2384 N. Steves Blvd, Flagstaff, AZ 86004 or filed electronically by email to mcampbell@coconino.az.gov

Q. What is a special term for a governing board member?

A. Should a governing board member vacate his/her position before the expiration of his/her term, the county school superintendent may make an appointment to fill the vacancy until the next regular election for governing board members, at which time a successor shall be elected to serve the unexpired portion of the term. The county school superintendent, if the county school superintendent deems it in the best interest of the community, may call a special election to fill the vacancies. If an election is called, the newly elected member shall serve for the remainder of the unexpired portion of the term.

❖ If you are considering running for an open seat on school board, we highly recommend you take a few moments to read The 7 Habits of Highly Effective Board Members by Susan Rountree Salter. The seven key points are as follows:

1. “Focus on “we,” not “me. ”
2. Treat staff and faculty with respect.
3. Do your homework.
4. Listen.
5. Be Courageous.
6. Support the school system and board decisions
7. Know your role”

Rountree Salter, S. (n.d.). *THE 7 HABITS OF HIGHLY EFFECTIVE BOARD MEMBERS*. Alabama School Boards . Retrieved from https://www.alabamaschoolboards.org/_assets/documents/Get%20on%20Board%20Docs/7%20Habits%20of%20Highly%20effective%20Board%20Members%20handouts.pdf

❖ Additionally, please review Title 15 – Education, Chapter 3, Local Governance of Schools: <https://www.azleg.gov/arsDetail/?title=15>

Chapter 3 Local Governance of Schools

Article 1	County School Superintendent
15-301	Office of county school superintendent; qualifications; travel expenses
15-302	Powers and duties
15-303	Apportionment of funds
15-304	Warrants; limitations; definition
15-308	Providing educational services of an accommodation school
Article 2	Organizational Powers of School District Governing Boards
15-321	Organization; election of officers of the board; meetings; execution of warrants; exemption
15-322	Organization of the governing board of a consolidated school district
15-323	Governing board member; voting eligibility; purchases from board member
15-326	Capacity to sue and be sued and to hold and convey property
15-327	Advisory meetings of school district electors; notice; procedure; effect
15-328	Single administrative program
Article 3	Powers and Duties of School District Governing Boards
15-341	General powers and duties; immunity; delegation
15-341.01	One hundred eighty day school year; definition
15-342	Discretionary powers
15-342.01	School districts; roof inspection protocol
15-342.02	Dating abuse policies
15-342.03	Other powers and duties
15-342.04	Sale or lease of vacant and partially used school buildings
15-342.05	Face coverings; vaccines; requirement prohibition
15-343	Employment of professional help
15-344	Administration of prescription, patent or proprietary medications by employees; civil immunity; definition
15-344.01	Diabetes management; policies and procedures; civil immunity
15-345	Chemical abuse prevention policies and procedures
15-346	Policies and procedures concerning pupils with chronic health problems; definition
15-347	Extracurricular activities; cultural tradition
15-348	Dress code policies; traditional tribal regalia; objects of cultural significance; graduation ceremonies; definitions
15-350	Investigation of immoral or unprofessional conduct; confidentiality; definition
Article 3.1	Decentralization Process
15-351	School councils; duties; membership
15-352	Exemptions
15-354	Principals; supplies and materials purchases
Article 4	Establishment of Special Services
15-361	Establishment of evening and night schools; admission of students; tuition
15-362	Libraries; powers and duties; authority to contract
15-363	School recreation centers; authority to contract with public recreation boards and agencies
15-364	Agreements and expenditure of public monies for recreational facilities on school properties; use of proceeds of bond issues
15-365	Service programs operated through the office of a county school superintendent; reports; definitions
Article 5	Provisions for Insurance Coverage
15-381	Liabilities of the governing board; payment of liabilities; immunity
15-382	Authorization to self-insure; pooling agreements; joint agreements; trustees; liability coverage and pool requirements; definition
15-383	Insurance on school bus operator; authority of the governing board to purchase
15-384	Authorization for insurance coverage for students
15-385	Premiums of a bond or insurance for accommodation schools or federally owned buildings on Indian reservation
15-386	Insurance refund fund
15-387	Procurement of insurance; eligibility of governing board members, former board members and surviving spouse and dependents; deposit of monies
15-388	Optional inclusion of school district employees in state health and accident coverage; payment of premiums; advance notice; minimum period of participation; definition
Article 6	Career Technical Education Districts
15-391	Definitions
15-392	Formation of career technical education districts
15-393	Career technical education district governing board; report; definitions
15-393; Version 2	Career technical education district governing board; report; definitions
15-393.01	Career technical education districts; annual report; performance and accountability
15-394	Preservation of years of employment
15-395	Enlarging career technical education districts
15-395.01	Reducing the size of career technical education districts
15-396	Dissolution of career technical education districts
15-397	Effect of unification or consolidation of participating school districts

CONTACT INFORMATION

Coconino County School Superintendent

2384 N. Steves Blvd.
Flagstaff, AZ 86004
928. 679. 8070

<https://coconino.az.gov/>
cmango-paget@coconino.az.gov
or mcampbell@coconino.az.gov

Coconino County Recorder-Voter Registration

110 E. Cherry Ave.
Flagstaff, AZ 86001
(928)679. 6181

<https://www.coconino.az.gov/319/Recorder>

Coconino County Elections Department

110 E. Cherry Ave.
Flagstaff, AZ 86001
(928)679. 7860

<https://www.coconino.az.gov/195/Elections>

Email: ccelections@coconino.az.gov

Secretary of State

Capitol Executive Tower, 7th Floor
1700 West Washington Street
Phoenix, AZ 85007
(602) 542-8683
877-THE-VOTE

<http://www.azsos.gov>

Arizona School Boards Association

2100 N. Central Ave. Suite 200
Phoenix, AZ 85004
(602) 254-1100 or (800) 238-4701

www.azsba.org