



Reminders & Frequently Asked Questions for School Board Candidates

The Linn-Mar Community School District will have five (5) open seats during the November 5, 2019, school board elections. There will be four (4) seats that will serve four-year terms and one (1) seat that will serve a two-year term.

For questions please contact JT Anderson, Linn-Mar School Board Secretary & Treasurer, at 319-447-3008 or jtanderson@linnmar.k12.ia.us. (Linn-Mar Learning Resource Center, 2999 N 10th St, Marion IA 52302)

Candidates can access helpful information by visiting the following links:

- Linn County Election Services: www.linncounty.org (Visit the *Filing for Local Elections* page)
- Iowa Association of School Boards (IASB): www.ia-sb.org (Visit the *School Board Elections* tab)
 - Helpful hints: IASB offers a variety of webinars for candidates
- Linn-Mar CSD Board/Policy Website: policy.linnmar.k12.ia.us

Procedures for Running for School Board Elections:

Candidate packets are available via the Linn-Mar Board Secretary or from the Linn County Auditor's Office/Election Services Department.

- 1. File an Affidavit of Candidacy with Board Secretary between August 26th-September 19th**
 - a. If running for the two-year term, please be sure to select *YES* when answering the question on the form that states: *Is the candidate running to fill a vacancy due to death, resignation, removal, or temporary appointment of an office holder?*
 - b. If running for a four-year term, be sure to select *NO* to the question mentioned above.
 - c. **Reminder:** Once this form is signed and notarized it cannot be altered in any way.
- 2. Collect signatures on Nomination Petition and file with Board Secretary by September 19th**
 - a. Refer to step #1 above to ensure you answer the vacancy question correctly on this form, too.
 - b. 50 signatures needed, but recommended you collect at least 10% more in case there are signatures that do not meet the election requirements (Example: duplicate signatures).
 - c. Signatures *cannot* be on the back side of the document. All signatures must be on an official Nomination Petition form, so ensure you have enough copies to collect your 50+ signatures.
 - d. **Reminder:** Petitioners' addresses cannot be PO boxes and they can only sign once for each candidate.

Key Dates for November 5, 2019 Elections:

- August 26: First day to file nomination papers (affidavit/nomination petitions) with board secretary
- September 19: Last day to file nomination papers with school board secretary (**by 4:30 PM @ LM LRC**)
- September 20: Board secretary delivers nomination papers to controlling commissioner (*by Noon*)
- September 24: Last day for candidate to withdraw or objections for nominations to be filed
- November 5: Election day (Polls open from 7:00 AM to 8:00 PM)
- November 18: Final canvass of votes for Linn County schools
- November 25: Linn-Mar School Board organizational meeting to seat new candidates

2019-20 Linn-Mar Community School District Board Meetings and Commitments

- **Board meetings are *usually* held twice a month on Monday nights from 5:00-8:00 PM**
 - November 25 – Organizational meeting when new board members will be seated
 - December 9
 - January 13 & 27
 - February 10 & 24
 - March 9
 - April 6 & 20
 - May 4 & 18
 - June 8
 - July 13

- **2019-20 School Visits Occurring After November Elections:**
 - High School: December 12 @ 7:30 AM
 - Wilkins Elementary: January 9 @ 11:30 AM
 - Success Center: January 30 @ 11:30 AM
 - Compass Center: February 27 @ 11:30 AM
 - Oak Ridge Middle School: March 12 @ 7:30 AM
 - Bowman Woods Elementary: March 26 @ 11:30 AM
 - Linn Grove Elementary: April 9 @ 7:30 AM
 - Westfield Elementary: April 23 @ 11:30 AM
 - Excelsior Middle School: May 7 @ 7:30 AM

- **Additional Annual Commitments:**
 - Staff Kickoff Event in August
 - New Teacher Luncheon in August
 - Iowa Association of School Boards Annual Conference (*Usually third week of November*)
 - Graduation Ceremony (*Usually the Sunday before Memorial Day from 1:00-3:00 PM*)
 - Committees/advisories as assigned:
 - Finance/Audit Committee
 - Policy/Governance Committee
 - Career & Technical Education Advisory Committee
 - School Improvement Advisory Committee
 - Iowa BIG Advisory board
 - Linn County Conference Board

Also included in this packet is the LMCS D *School Board Operations Manual*; provided for informational purposes only. Can also be downloaded from the [LMCS D Board/Policy website](#).