

TRUSTEE ELECTION FAQS



- 1. Is a resolution from the school board required when announcing zones for election and other deadlines?**
A: While a resolution from the board is no longer required, we recommend that the board adopt a resolution to announce the election and the specific zones that are up for election. You can find a sample resolution in the ISBA Clerks Manual.

- 2. When an interested person files for the zone, to whom should the candidate submit their declaration of candidacy to?**
A: Declarations of candidacy must be filed with the school district clerk, who will work with the county clerk to determine qualifications.

- 3. When filing the declaration of candidacy, are the signatures of five qualified electors required?**
A: Yes, the five signatures are required, as outlined in IC 33-502. Any candidate who files for the zone must have five signatures of other electors who reside in that zone.

- 4. Who verifies candidates' qualifications – such as, ensuring candidates reside in the appropriate zone and have the five signatures?**
A: The school district clerk should work with the county clerk because they are the ones with the necessary information.

- 5. Is a political treasurer required, and can it be the candidates themselves?**
A: All candidates must have a political treasurer, and it can be themselves. The candidate filing form includes a section for assigning a political treasurer. If a candidate raises or spends more than \$500 before the filing period, then they need to appoint a political treasurer beforehand. Nothing changes based upon who the treasurer is.

- 6. Who is required to file a campaign finance report?**
A: The law changed in 2020. Whether the candidate files a report now depends on whether they raise or spend \$500 rather than the district population. This includes spending their own money. The candidate must track everything they raise or spend even before they hit the \$500 threshold. Once they hit that threshold, the candidate will have to go back and report everything going back to the beginning. If the candidate never hits the \$500 threshold, they do not need to file a report.

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7. When candidates meet the \$500 threshold, with whom do they file their campaign finance report?

A: All candidates now file via the Secretary of State's website under the campaign finance portal at sos.idaho.gov. The County Clerks have access to the information submitted and regulate it from there, but it will all be filed in the same place. It is very important that the school district board clerk play NO role in the campaign finance reporting for current trustees or candidates.

8. Does the school district need to canvass election results?

A: Canvass of Election Results is no longer a district duty, although the district must issue a Certificate of Election to the prevailing candidate.

9. What happens when only one qualified applicant files in a zone?

A: If after the write-in date passes, only one candidate has filed and is verified to qualify for the zone, the board or the board clerk with written permission from the board, must declare the candidate elected and immediately prepare and deliver to the person a certificate of election. If they are a new trustee, they will assume the role beginning January 1. This is outlined in IC 33-502b.

10. What happens if no one applies to run in a zone, leaving the zone vacant?

A: If, after the write-in date passes, no one files to run in the zone, the board should immediately declare the zone vacant and begin advertising that the zone will be vacant as of January 1. This process should begin immediately, so you don't end up in a situation where the zone is without representation for an extended period of time. If after 90 days of declaring the zone vacant no applicant steps forward from within the zone, the board may begin searching for an at-large appointee. 120 days after declaring the zone vacant, the county commissioners must step in to appoint someone to the board if the board has not done so.

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