



SCHOOL BOARD CANDIDATE GUIDE

COLORADO ASSOCIATION OF SCHOOL BOARDS

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2025 ELECTIONS

WELCOME!

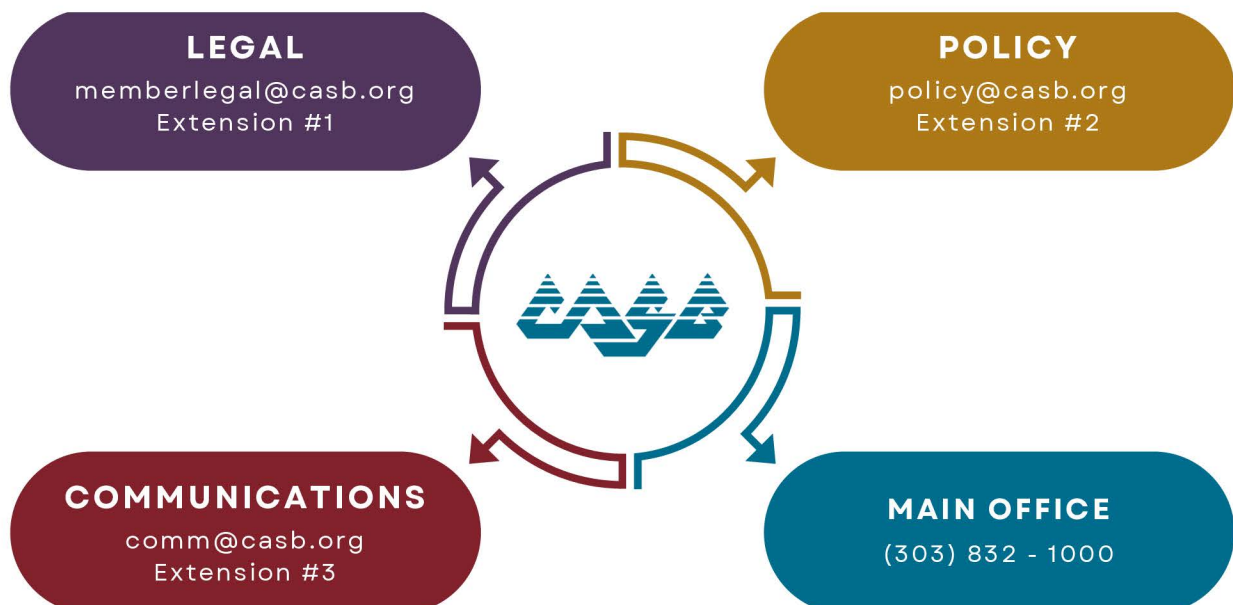
Congratulations on taking the first step toward becoming a candidate for your school district's board of education. We are pleased to support your interest in serving and look forward to assisting you throughout the 2025 election process.

We recognize that running for office involves many important details. To help you navigate this process, we have prepared this guide, which includes essential information on:

- The role of the school board and its members
- Qualifications for nomination
- Election procedures
- Campaign finance requirements
- FAQs and additional resources

Should you have any questions regarding the election process or your responsibilities as a candidate, the Colorado Association of School Boards (CASB) is available to provide guidance and support.

HAVE A QUESTION? WE'RE HERE TO HELP!



WHAT IS A SCHOOL BOARD?

The local school board has its roots in town meetings from over 200 years ago, during the early days of the 13 colonies. While times have changed, the role of school boards remains the same: to give local citizens a say in their public education.

A school board should represent all citizens in its district, not just a select few. This can be challenging, as people often have different views on what schools should be like.



WHAT DO SCHOOL BOARDS DO?

School boards are local policymakers. The policies they set have the force of law at the local level. The guidance that the board provides through its policies is critical to the successful operation of the local school system and sets the direction for district staff.

Board members spend anywhere from 15-50 hours each month on board duties, depending on the size of their district and current scope of work.

One of the most important jobs of a school board is to employ and work with a superintendent to manage the district's schools. The board also sets educational goals for students in their district that align with state law and community values.

WHAT MAKES AN EFFECTIVE SCHOOL BOARD MEMBER?

School board members come from many diverse and unique backgrounds. Some qualities often shared by effective board members include:

- An open mind and readiness to learn
- A desire to serve children and the community
- A strong belief in the value of public schools
- A commitment to teamwork & open dialogue
- The ability to listen and communicate well

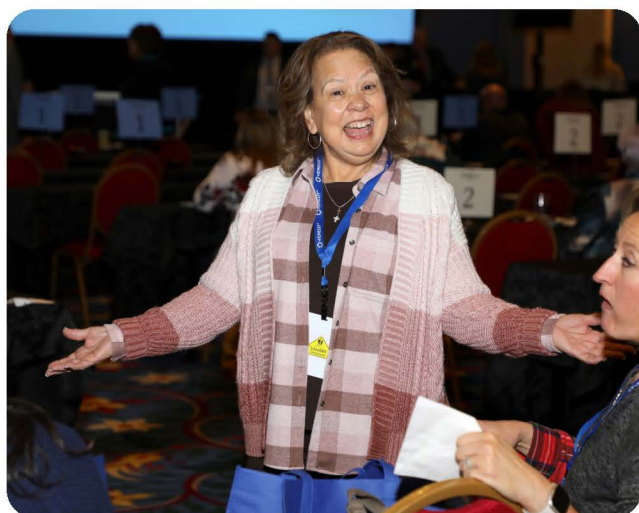
WHAT IS THE ELECTION PROCESS FOR SCHOOL BOARDS?

Local school board elections are held on the first Tuesday after the first Monday in November of each odd-numbered year.

Some school districts have a director-district plan of representation, which means that school board members must reside within certain geographic boundaries to be eligible for office.

Board members are limited to serving two consecutive elected four-year terms unless the board has locally extended or removed term limits.

WHO IS ELIGIBLE TO RUN FOR SCHOOL BOARD?



In Colorado, a candidate for the school board must:

- Reside in the school district and be a registered voter for at least 12 consecutive months prior to the election
- Not be convicted of a sexual offense against a child
- Candidates may not campaign as members of a political party, as schoolboard elections are nonpartisan.

I'VE DECIDED TO RUN. WHAT ARE THE NEXT STEPS?

Research and learn more about your school district:

- Attend board meetings
- Visit www.casb.org to learn more about the role of school boards in Colorado

Obtain and file your nomination petition:

- Available at the district office beginning on **August 6, 2025**
- Contact the district office to learn more about petition requirements

NOMINATION PROCEDURES

Colorado election law requires all candidates to file a nomination petition with the school district's designated election official (DEO).

- In school districts with fewer than 1,000 students, the petition must be signed by at least 25 registered voters who live within the school district.
- If the district has 1,000 students or more, candidate petitions must be signed by at least 50 registered voters who live within the school district.

It is highly recommended that candidates obtain more than the minimum number of signatures required in case some of the signatures are invalidated.

2025 ELECTION: KEY DATES



August 6

First day that nomination petitions may be circulated



August 29

Nomination petitions and accompanying forms must be filed



August 29

Deadline to file as a write-in candidate



September 2

First day on which a school district may cancel an election if there is no contest



November 4

Election Day

CAMPAIGN FINANCE FILING REQUIREMENTS

School board candidates must comply with the Colorado Fair Campaign Practices Act (FCPA).

All candidates must file a **candidate affidavit** with the Colorado Secretary of State's office within **10 days** of becoming a candidate.

Candidates are also required to report contributions and expenditures through the Secretary of State's online TRACER program. These reports are required even if you spend \$0.00 campaigning.

For more information about FCPA reporting requirements and timelines for filing these reports, visit the Colorado Secretary of State's website: [**www.sos.state.co.us**](http://www.sos.state.co.us).



CANDIDATE CHECKLIST



Pick up Candidate Info Packet from the District Office



File Candidate Affidavit with the Secretary of State

- File electronically via TRACER system within 10 days of becoming a candidate



Complete Notice of Intent to be a Candidate for School Director Board of Education

- Due by August 29
- Must be signed by candidate and district DEO



Submit Affidavit of School Director Candidate on Qualifications for Office

- Due by August 29
- Must be signed by candidate and notarized



Circulate and Submit Nomination Petition

- Due by August 29
- Must be signed by the required number of registered electors
- The circulator affidavit attached to the candidate petition must be signed by the petition circulator and notarized



File Write-In Candidate Affidavit (if necessary)

- Due by August 29
- CASB recommends filing if candidate submits petition on day of petition deadline, August 29



Submit Acceptance of Nomination to be a Candidate

- Due by August 29
- Typically signed AFTER candidate's petition has been verified and accepted
- Must be signed by candidate and notarized

WHAT IS CASB?

CASB is a nonprofit membership organization that helps school board members in Colorado connect and share ideas while promoting the interests and welfare of Colorado students. CASB is guided and governed by a board of directors, comprised of local school board members representing 13 CASB regions across the state. Find out more at www.casb.org.

MEMBERS BENEFITS AND SOLUTIONS

CASB provides services, information and training programs to support school board members as they govern their local districts. A diverse range of benefits and services is included in membership dues, as well as additional fee-based customized solutions that are offered far below market value.

Advocacy: CASB advocates on behalf of local school boards during the legislative session and throughout the year.

Legal Resources: CASB members receive periodic legal updates, access to legal resources on our website, and phone/email support from our legal team.

Policy: CASB members have access to sample policies, timely implementation guidance, and direct support from our policy department for help with board policy issues.

Events: Members receive discounted pricing for CASB events, including the Annual Convention, Fall and Winter conferences, and regional meetings.

Board Development: CASB offers a number of ways to help build your school board team. We are available to facilitate board training in a variety of focused areas.

WHAT DOES CASB OFFER FOR NEW BOARD MEMBERS?

To help newly elected board members gain a better understanding of the board's role and responsibilities, CASB offers a variety of training tools and information. Throughout the year, CASB offers a wide range of professional development opportunities, both in-person and virtually.

All school board members from CASB member districts also receive access to the [CASB School Board Leadership Workbook](#), the go-to guide for information and inspiration related to your work as a school board member.

