



Monroe County School Boards Association

School Board Member

Qualifications and Responsibilities

School Board Member Candidate Qualifications

- A U.S. citizen
- At least 18 years of age
- Able to read and write
- A district resident for at least one year prior to the election
- Not employed by the district in which he or she serves
- Not reside with another member of the same school board as a member of the same family
- Not hold another incompatible public office
- Not a convicted felon

The Process

- Candidates must submit nominating petitions to the district clerk by a predetermined published date with the signatures of qualified voters equal in number to 2% of the voters in the previous annual school board election, or at least 25 names, whichever is greater.
- Candidates campaign among eligible voters.
- Voters elect members of school boards. In suburban school districts, board members are elected during the annual budget vote on the third Tuesday in May. In the Rochester City School District, board members are elected as part of the November general election.

School Board Member Responsibilities

- Take an oath of office as locally elected officials to support the state and federal constitutions in the performance of their duties.
- Learn the district's mission, vision, goals and policies set by previous boards.
- Make decisions based on law, district policies and regulations set by other entities.
- Develop long-term strategic plans for academic achievement and district sustainability.
- Advocate to inform the process of developing state and federal laws and regulations.
- Seek adequate state and federal support for public schools.
- Attend workshops and seminars on a wide range of school-related topics to enable sound decisions.
- Listen to concerned citizens as the need arises and direct them to the proper district employee for resolution of their issue.
- Do **NOT** involve themselves in operating the school district, but do make sure they receive regular process and progress reports.

Board of Education Responsibilities

- School boards hire the superintendent as the chief executive officer of the school district.
- Superintendents are responsible for running the day-to-day operations of the district. Superintendents recommend actions for board approval and implement board decisions.
- No one board member can bind the school board to a particular action. Persuasion during open discussion and debate is the only way to influence voting on issues before a school board.
- Boards of education act only during publicly convened meetings. A school board is a corporate body and has power only when meeting as a quorum.
- School boards create and revise their districts' mission/vision statements and goals, as well as the district policies that support them.
- Boards of education frequently hold study sessions to discuss and review proposals without taking official action.
- School board members monitor the academic performance of students.
- School boards annually adopt a school district budget to support the operation of the district.
- School boards ratify contracts with employee bargaining units. They study labor issues and set parameters for the negotiations process. They include funds in their budget proposal for negotiated salaries.
- School boards gather input from concerned citizens and explain decisions.
- Board members must support all board decisions.