

Eligibility Requirements and Process for
Filing for Candidacy for School Board Trustee
MAY 4, 2024

Requirements, Form, Content, and Procedure:

An application for a place on the ballot must be in writing; signed, sworn to by the candidate before a person authorized to administer an oath, and dated; timely filed with the district's filing authority (often the superintendent's secretary or another designated district employee); and contain specified information about the candidate:

- the candidate's name, date of birth, and occupation;
- the candidate's residence address or the address at which the candidate receives mail with a description of the location of the candidate's residence;
- the candidate's length of continuous residence in Texas and in the district (and single member district, if applicable) as of the date the candidate swears to the application;
- if available, a public mailing address and email address at which the candidate receives correspondence relating to the candidate's campaign;
- the office sought, including any place or other distinguishing number and an indication of whether the office sought is for a full or unexpired term;
- statements that the candidate is a U.S. citizen; has not been determined by a court to be mentally incapacitated; has not been convicted of a felony; is aware of the nepotism law; and swears an oath to support and defend the U.S. and Texas Constitutions and laws.

Eligibility:

An individual is eligible to be a candidate for, or elected or appointed to, a Texas school board if the individual:

- is a United States citizen;
- is 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable;
- has not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote;
- has not been finally convicted of a felony;
- has resided continuously in the state for 12 months and in the territory from which the office is elected for six months immediately preceding the following date:
 - for an independent candidate, the date of the regular filing deadline for a candidate's application for a place on the ballot;

- for a write-in candidate, the date of the election at which the candidate's name is written in; or
 - for an appointee to an office, the date the appointment is made;
- is registered to vote in the territory from which the office is elected on the date described above; and
- satisfies any other eligibility requirements prescribed by law for the office.

Tex. Elec. Code § 141.001; Tex. Educ. Code § 11.066.

The Texas Education Code imposes additional requirements:

- To be elected to a school board, an individual must be a qualified voter: 18 years of age or older, a U.S citizen, a Texas resident, a registered voter, not determined to be totally or partially mentally incapacitated by an appropriate court, and not finally convicted of a felony. Tex. Educ. Code § 11.061; Tex. Elec. Code § 11.002.
- A person is ineligible to serve on a school board if the person has been convicted of a felony or an offense under Texas Penal Code section 43.02(b) regarding prostitution. Tex. Educ. Code § 11.066.

Process & Important Dates:

To file for a place on the ballot:

To file for a place on the ballot, an interested individual must complete the [Application for a Place on the Ballot](#), as well as the [Campaign Treasurer Appointment form](#). As stated in Policy BBBC (LEGAL), a candidate for a school board must file the campaign treasurer appointment and all required financial statements with the Secretary of the Board. The completed application and accompanying forms must be submitted via e-mail to bnorman@crosbyton.esc17.net or sent by mail to the following address: Attn: School Board Secretary, Crosbyton Consolidated Independent School District, 204 S. Harrison Street, Crosbyton, TX 79322. **Submitted applications must be received by the deadline of 4:00 p.m. on Friday, February 16, 2024.**

Please contact Barbie Norman via phone at (806) 675-7331 ext. 1200 or via e-mail at bnorman@crosbyton.esc17.net, if you have any questions.

First day to file for a place on the general election ballot: Wednesday, January 17, 2024
Last day to file for a place on the general election ballot: Friday, February 16, 2024, at 4:00 p.m.

Resources & Forms:

For information and publications with details about campaign laws and regulations, including campaign finance and advertising, see the following links to several state agencies that can assist you:

- [Secretary of State, Elections Division](#)
- [Election Forms Index at the Secretary of State](#), Elections Division
- [Texas Ethics Commission](#)