



## NOTICE: NJSBA SPECIAL ELECTION NJSBA OFFICER APPLICATION GUIDELINES

On August 19, 2025 NJSBA published a “Notice of Vacancy” in the office of the Vice-President for Legislation/Resolutions. However, notice was not provided to each school business administrator and board president as is NJSBA’s practice. Accordingly, this notice is being provided to supplement the August 19 notice. School board members interested in interviewing for the unexpired term of NJSBA Vice President for Legislation/Resolutions before the Association's Nominating Committee should complete an application and send it to the address listed below. Additional sheets may be used if needed. Applications must be sent to NJSBA by certified mail, receipt requested and **received** at NJSBA Headquarters by Friday, September 12, 2025. Digital applications are not being accepted for this special election. The Nominating Committee will conduct interviews on Saturday, September 20, at a location to be determined.

The position that is open is Vice President for Legislation/Resolutions. The current position expires at the end of the May 2027 Delegate Assembly. The job description for this position is printed below and may be accessed on [NJSBA's Web site](#), along with the Codes of Conduct for [candidates](#), [Officers](#), and [Nominating Committee members](#).

**All applicants for candidacy must have completed one full term as a local board member prior to the candidate's election to NJSBA office and must have qualified for and received the Certified Board Member qualification as set forth in NJSBA’s *Governance and Operations Manual* File Code 6603.1 and 6603.1R *Board Member Academy*.**

According to Association Policy 8204, *Election of NJSBA Officers*, "All applicants seeking nomination as an officer by the Nominating Committee shall have their name, school district/county and position sought announced in *School Board Notes* following the deadline for submission of nominations."

***Alternative Methods*** In addition to selection by committee, NJSBA *Bylaws* permit officer candidates to be nominated by petition.

Article VII, Section 6(b) of the NJSBA Bylaws states that "Candidates may be nominated by petition, signed by at least ten members from at least five different District Boards of Education, and filed with the Executive Director at least 11 days prior to the special election. No candidate may be nominated unless he or she has previously served one full term as a board member prior to his/her election to office. The written consent of the candidate for nomination must be filed with the Executive Director within the same time limit."

The signatures need not all appear on a single petition and any number of petitions may be



filed on behalf of any candidate, but no petition shall contain the endorsement of more than one candidate. No candidate who was a member of the Nominating Committee may be nominated by petition at the forthcoming election. A report of all candidates nominated by petition shall be submitted to the District Boards of Education in advance of the special election.

**Job Description for Vice President of Legislation/Resolutions** The job description for VP for Legislation/Resolutions of NJSBA includes:

- Serve as Chairperson of the Legislative Committee and the Resolutions Subcommittees.
- Plan and conduct in-service legislative training activities, in consultation with the Executive Director.
- Participate in the legislative hearings and activities, as requested by the President or the Executive Director of the Association.
- Preside over those portions of the Delegate Assembly where Resolutions, *Bylaws* amendments, and policy recommendations resulting from the Association's policy review process are considered, and present such resolutions, *Bylaws* amendments and policy recommendations to be acted upon by the delegates.
- Moderate Legislative Conference and Legislative Session at Workshop.
- Work as a team member and share responsibilities of the Executive Committee.
- Provide leadership and vision for the Association.
- Attend and give greetings at county meetings as assigned.
- Testify before committees of the Legislature when asked.
- Evaluate the Executive Director.
- Attend NJSBA/NSBA functions:
  - Executive Committee meetings
  - Board of Directors meetings
  - Delegate Assemblies
  - Annual Workshop
  - NJASA/NJSBA Annual Spring Conference
  - NSBA Annual Leadership Conference
  - NSBA Annual Federal Relations Network
  - NSBA Annual Conference
  - NSBA Annual Northeast Region Meeting
- Perform such other duties as may be prescribed by the *Bylaws* or assigned by the President.

Please supply complete information as requested in all categories (**Must be printed in ink, typed or computer generated.** Additional sheets may be used if necessary.)



# NEW JERSEY SCHOOL BOARDS ASSOCIATION

888.88NJSBA | [www.njsba.org](http://www.njsba.org) | 413 West State Street | Trenton, NJ 08618

Please supply complete information as requested in all categories **(Must be printed in ink, typed or computer generated.** Additional sheets may be used if necessary.)

**DEADLINE** September 12, 2025  
(By 5:00 p.m.)

Irene LeFebvre, Chair NOMINATING COMMITTEE  
ATTN: Lauren Liu  
NEW JERSEY SCHOOL BOARDS ASSOCIATION  
413 West State Street, P.O. Box 909, Trenton, NJ 08605-0909

**INTERVIEW DATE:**  
(Please save the date)

September 20, 2025 at 10:00 a.m.

***Applications must be sent certified, receipt requested. Applicants must have completed one full term as a board member prior to his/her election to office and must have qualified for and received the Certified Board Member qualification as set forth in NJSBA's Governance and Operations Manual File Code 6603.1 and 6603.1R Board Member Academy.***

As per Nominating Committee procedures, applicants may apply for only one position. I am applying for the position of:

☐ **Vice President for Legislation/Resolutions**

Name: \_\_\_\_\_  
(first) (middle) (last)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip+4 \_\_\_\_\_

Phone: Home: ( ) \_\_\_\_\_ Office: ( ) \_\_\_\_\_

Board \_\_\_\_\_ Type of Board \_\_\_\_\_

County \_\_\_\_\_ Length of Service on Board \_\_\_\_\_ Term Expiration \_\_\_\_\_

Local Board Positions/Committees and dates of service

---

---

---



---

---

---

Qualifications/Interest for the office for which you have applied\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it is resting on a surface.



## **Code of Conduct for Candidates for NJSBA Office**

- A. Candidates seeking endorsement by the Nominating Committee shall not lobby (via phone, fax, e-mail, letter, or other communication) members of the Nominating Committee.
- B. Candidates shall not solicit letters of endorsement from members of the Nominating Committee.
- C. All candidates shall not defame through misinformation, gossip, or innuendo any other candidate in order to advance his/her position at the expense of another.
- D. Complaints of non-compliance with this code of conduct shall be sent to the NJSBA Ethics Committee.
- E. Except for the unauthorized disclosure of matters deemed confidential by Association policy, no school board member who serves in an Association governance capacity or candidate for Association office shall be sanctioned, reprimanded, censured or otherwise penalized by the Association for any action that is not unlawful, either administratively, civilly or criminally, under the laws of the United States and the State of New Jersey, in connection with an expression of support for or in opposition to any candidate who has been nominated for Association office either by the Nominating Committee or by petition.

Authority: BD 11/00  
DA 11/01

Cross Reference: GO/8462