



NOTICE: SPECIAL ELECTION FOR THE UNEXPIRED TERM OF NJSBA PRESIDENT - APPLICATION PROCEDURES

Please be advised that the New Jersey School Boards Association is currently accepting applications for the unexpired term in the office of president of the Association. Article VII §7 of the NJSBA Bylaws has established a specific process and timeline when an officer position becomes vacant. That provision requires a special election to be convened whenever the Executive Director of the Association receives notice, at least twenty-five (25) days in advance of the Delegate Assembly, that a vacancy exists or will exist at that meeting. Accordingly, this public notice is intended to advise interested parties of the required procedures and schedule to fill said vacancy.

Article VII §7 provides, in pertinent part, as follows:

A special election to fill a vacancy in an officer position for the balance of the unexpired term **shall be held** at the next regular meeting of the delegates following the occurrence of the vacancy, provided that the executive director has notice at least 25 five days in advance of that meeting that a vacancy exists, or will exist, on the date of the meeting.

Nominating Committee Selection Process Qualified school board members interested in interviewing for the unexpired term of NJSBA President before the Association's Nominating Committee should complete an application and forward it to the address listed below. Additional sheets may be used if needed. Applications may be sent to NJSBA by email to lliu@njsba.org with the subject line: "Application for President." Applications may also be forwarded via delivery service or by certified mail, return receipt requested and must be **received** at NJSBA Headquarters by 5:00 p.m., Thursday, October 30, 2025. Physical applications should be addressed as follows:

TO: Irene LeFebvre, CHAIR NOMINATING COMMITTEE
ATTN: Lauren Liu
ADDRESS: NEW JERSEY SCHOOL BOARDS ASSOCIATION
413 West State Street,
Trenton, New Jersey 08618

The Nominating Committee will conduct interviews on Saturday, November 1, at NJSBA Headquarters, 413 West State Street, Trenton, New Jersey 08618.

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](#). Before filing an application, please review the applicable codes of conduct.



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." *Importantly, this provision also prevents the circulation of petitions until the Nominating Committee has filed a certified report to the Executive Director.* 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.

Qualified board members interested in filing a petition for the unexpired term may obtain petitions from Lauren Liu, lliu@njsba.org, or from the NJSBA website beginning November 3, 2025. Petitions must be received by 5:00 p.m. on or before Monday, November 10, 2025.

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.

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."

Please note, pursuant to action taken by delegates during the May 2014 Delegate Assembly, nominations from the floor are **not** accepted.



Job Description for President

The job description for President of NJSBA includes:

- A. Preside at all meetings of the Delegate Assembly, the Board of Directors and the Executive Committee;
- B. Serve as an ex officio member of all Association committees unless otherwise set forth by the bylaws;
- C. Appoint all standing and special committees unless otherwise set forth in the bylaws;
- D. Cause to be signed all contracts and other obligations on behalf of the Association;
- E. Co-sign with the executive director all vouchers for the payment or withdrawal of Association funds;
- F. In consultation with the executive director, name delegates to represent the Association at meetings of other educational groups unless otherwise set forth in the bylaws;
- G. At each annual meeting of the Association, render a full report of its proceedings for the preceding year;
- H. Perform the duties of a vice president, or assign them to another vice president, in the event a vice president is absent or there is a vacancy in a vice presidency; and
- I. Perform such other duties as may be prescribed by these bylaws, the Delegate Assembly or the Board of Directors.

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 | 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 October 30, 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)

November 1, 2025 at 9:00 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:

☐ **President**

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 _____



[illegible]



Schedule of Events

Thursday, October 16, 2025	Advertise vacancy, publish application, & special election schedule
Tuesday, October 28, 2025	Hybrid Meeting to discuss calendar & special election application procedures
Thursday, October 30, 2025	Application filing deadline
Saturday, November 1, 2025	Interviews
Sunday, November 2, 2025	Nominating Committee Report filed w/ ED
Monday, November 3, 2025	Notice to candidates
Monday, November 3, 2025	Petition filing opens
Monday, November 10, 2025	Petition filing deadline
Tuesday, November 11, 2025	Publication of candidates in SBN
Wednesday, November 12, 2025	Nominating Committee Report to districts
Saturday, November 22, 2025	Delegate Assembly election



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



Code of Conduct for NJSBA Officers

- A. As a member of the Executive Committee, I will uphold the Bylaws and policies of NJSBA and will confine my Committee action to policymaking, planning, and appraisal and such duties as are appropriate to my office or as assigned by the President.
- B. I recognize that NJSBA authority is vested in the Delegate Assembly, Board of Directors and the Executive Committee and I will make no personal promises nor take any private action which may compromise the Association.
- C. I refuse to surrender my independent judgment to special interests or use my position or title of office for personal or financial gain, or for the personal or financial gain of others.
- D. I will hold confidential all matters pertaining to the Association which, if disclosed, would needlessly injure individuals or the Association.
- E. I will support and protect the staff of NJSBA in the proper performance of their duties.
- F. I will carry out my responsibility, not to administer the Association, but together with my fellow officers, see that the Association is properly administered.
- G. I will refer all concerns to the President and/or Ethics Committee chairperson, as appropriate, and will pursue the matter with the Board of Directors, only if the concern remains unresolved.
- H. I recognize that noncompliance with this code as adopted by this Executive Committee may result in disciplinary measures up to and including removal from office.
- I. 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: EC 9/86
BD 9/94
BD 11/01
DA 11/01
BD 05/03
DA 11/13

See Also: GO/4118.13
GO/8312
GO/8318
GO 9458



Code of Conduct for Board of Directors

- A. As a member of the Board of Directors, I will uphold the Bylaws and policies of NJSBA and will confine my actions to policymaking, planning, and review, and such other duties as are appropriate to my position or as assigned by the President.
- B. I recognize that NJSBA authority is vested in the Delegate Assembly, Board of Directors and the Executive Committee and I will make no personal promises nor take any private action which may compromise the Association.
- C. I refuse to surrender my independent judgment to special interests or use my position or title of office for personal or financial gain, or for the personal or financial gain of others. This does not preclude me from representing my local district's interests concerning public education and NJSBA governance matters.
- D. I will hold confidential all matters pertaining to the Association which, if disclosed, would needlessly injure individuals or the Association.
- E. I will support and protect the staff of NJSBA in the proper performance of their duties.
- F. I will carry out my responsibility, not to act as part of the administration of the Association; but together with the Board of Directors, see that the Association is properly administered.
- G. I will refer all concerns to the President and/or Ethics Committee Chairperson, as appropriate, and will pursue the matter with the Board of Directors only if the concern remains unresolved.
- H. I recognize that noncompliance with this code as adopted by the Board of Directors may result in disciplinary measures up to and including removal from office.
- I. 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 1/92
BD 11/01
DA 11/01
BD 3/12
DA 11/13

See Also: GO/4118.13
GO/8250
GO/8312
GO/9458



Code of Conduct for Members of Nominating Committee

- A. Nominating Committee members shall not submit letters of endorsement for candidates.
- B. Members of Nominating Committees shall not lobby, endorse or otherwise seek to influence other committee members on behalf of a particular candidate outside of the committee process. It is, of course, expected and accepted that Nominating Committee members may and will advocate for candidates within the committee meeting.
- C. Discussion and deliberations within the Nominating Committee shall be considered confidential and shall not be discussed with others after the process is completed and a candidate has been endorsed.
- D. After the selection process is completed, members of the Nominating Committee shall not lobby or otherwise endorse a candidate opposing the Nominating Committee's choice for an office.
- 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 References: GO/8250.1
GO/8550
GO/9453



STATEMENT OF ACCEPTANCE FOR NJSBA OFFICER

I, _____, accept the nomination of the
(First and Last Name, please print)

NJSBA Nominating Committee to serve as:

PRESIDENT

I understand that if I am not nominated, this statement of acceptance will be disregarded.

Date: _____

Signature of Officer Candidate