



NJSBA SPECIAL ELECTION NOTICE: VACANCY FOR THE UNEXPIRED TERM OF VICE-PRESIDENT OF LEGISLATION AND RESOLUTIONS

APPLICATION GUIDELINES

Please be advised that due to a vacancy in the position of Vice President for Legislation and Resolutions, NJSBA will hold a special election at the May 16, 2026, Delegate Assembly, to fill the unexpired term of this office. School board members interested in applying for an interview before the Association's Nominating Committee should file an application with the Association. A copy of the application is available below and on NJSBA's [Website](#).

Applications may be filed with the Nominating Committee through delivery or email. Delivery of physical applications must be followed by an email to the General Counsel's office at generalcounsel@njsba.org, confirming mail submission and the associated tracking number.

By United States Postal Service (USPS) mail:

TO: Irene LeFebvre, CHAIR NOMINATING COMMITTEE
ATTN: Lauren Liu
ADDRESS: NEW JERSEY SCHOOL BOARDS ASSOCIATION
Nominating Committee
P.O. Box 7100
Ewing, New Jersey 08628

By commercial UPS or FEDEX mail:

TO: Irene LeFebvre, CHAIR NOMINATING COMMITTEE
ATTN: Lauren Liu
ADDRESS: NEW JERSEY SCHOOL BOARDS ASSOCIATION
Nominating Committee
555 Grand Ave #7100
Ewing, New Jersey 08628

Email applications may be addressed to the General Counsel's office at generalcounsel@njsba.org. Electronic applications attached to the email must be in PDF format with all additional supporting documents merged and compiled under the original application form. The file name should include the date of application, office applied for, and first and last name, and be formatted according to the provided example, "02_11_2026 – VP Leg/Res Application – Applicant Name".

Applications must be **received** at NJSBA Headquarters by **5:00 p.m. on Friday, February 27, 2026**. The Nominating Committee will conduct interviews on Saturday, March 21, at NJSBA Headquarters, Trenton. Interviews may be conducted on March 28, if necessary.



The open position is Vice President for Legislation and Resolutions. The job description for this officer position is available below and on NJSBA's [Website](#), along with the Codes of Conduct for [Candidates](#), [Officers](#), and [Nominating Committee Members](#).

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 File Code No. 6603.1 and 6603.1R.

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 As an alternative to selection by committee, NJSBA *Bylaws* permit officer candidates to be nominated by petition.

Article VII, Section 6(b) of the NJSBA *Bylaws* states: "[c]andidates 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."

Please note that the signatures need not all appear upon a single petition and any number of petitions may be filed on behalf of any candidate, but no petition may 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.

Pursuant to NJSBA *Bylaws*, petitions may not be obtained or circulated prior to the Nominating Committee's report having been certified to the Executive Director. **Petitions may be obtained by navigating to the NJSBA [website](#) on or after April 1, 2026. The petition filing deadline is April 10, 2026.**



Job Description for Vice President of Legislation and 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 legislative hearings and activities, as requested by the President or the Association's Executive Director.
- 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/ functions as requested:
 - Executive Committee meetings
 - Board of Directors meetings
 - Delegate Assemblies
 - Annual Workshop
 - NJASA/NJSBA Annual Spring Conference
- Perform such other duties as may be prescribed by the *Bylaws* or assigned by the President.



NJSBA OFFICER APPLICATION

Please provide complete information as requested in all categories. Additional sheets may be used if necessary.)

DEADLINE: Friday, February 27, 2026

By United States Postal Service (USPS) mail:

Chair, NJSBA Nominating Committee
ATTN: Lauren Liu
NEW JERSEY SCHOOL BOARDS ASSOCIATION
Nominating Committee
P.O. Box 7100
Ewing, New Jersey 08628

By commercial UPS or FEDEX mail:

Chair, NJSBA Nominating Committee
ATTN: Lauren Liu
NEW JERSEY SCHOOL BOARDS ASSOCIATION
Nominating Committee
555 Grand Ave #7100
Ewing, New Jersey 08628

Applications may be mailed: return receipt requested or e-mailed to generalcounsel@njsba.org.

Applicants must have completed one full term as a board member prior to election to office and must have qualified for and received the certified board member qualification as set forth in File Code No. 6603.1 and 6603.1R.

I am applying for the position of:

Vice President for Legislation and Resolutions

Please save the following dates for personal interviews before the committee. Once the deadline for receipt of applications has passed, you will be contacted with a definitive date, time and location:

First Date: Saturday, March 21, 2026

Alt. Date: Saturday, March 28, 2026



FILING INSTRUCTIONS

Applications may be filed with the Nominating Committee through delivery **or** email. Delivery of physical applications must be followed by an email to the General Counsel's office at generalcounsel@njsba.org, confirming mail submission and the associated tracking number.

Printed Submission

By United States Postal Service (USPS) mail:

TO: Irene LeFebvre, CHAIR NOMINATING COMMITTEE
ATTN: Lauren Liu
ADDRESS: NEW JERSEY SCHOOL BOARDS ASSOCIATION
Nominating Committee
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ATTN: Lauren Liu
ADDRESS: NEW JERSEY SCHOOL BOARDS ASSOCIATION
Nominating Committee
555 Grand Ave #7100
Ewing, New Jersey 08628

Digital Submission

Email applications may be addressed to the General Counsel's office at generalcounsel@njsba.org. Electronic applications attached to the email must be in PDF format with all additional supporting documents merged and compiled under the original application form. The file name should include the following details in consecutive order: date of application, office applied for, first and last name, and should adhere to the provided format example, "02_11_2026 – VP Leg/Res Application – Applicant Name".

All Applications must be **received** at NJSBA Headquarters by **5:00 p.m. on Friday, February 27, 2026**. Applicants are strongly encouraged to include a brief biography and a color or black & white photograph, suitable for publication in *School Board Notes* with their application.



APPLICATION FORM

Name _____
(first) (middle) (last) (sfx)

Street Address: _____

City _____ State _____ Zip _____

Board _____ Type of Board _____

County _____ Length of Service on Board _____ Term Expiration _____

Telephone Contacts, please select one preferred telephone contact number:

Home: () _____ Preferred

Mobile: () _____ Preferred

Office/District () _____ Preferred

Local Board Positions/Committees and dates of service _____

County Level Positions/Committees and dates of service _____



State Level Positions/Committees and dates of service _____

Education _____

Current Employment _____

Do you have any local or statewide business or personal interests that would create an actual conflict of interest or the reasonable perception of a conflict of interest?

Have you ever been the complainant or respondent in a matter filed before the School Ethics Commission?



Have you ever been notified by a social media provider that one of your posts was deemed to have violated the provider's community standards?

Qualifications/Interest for the office for which you have applied _____

I consent to having a summary of my application, and relevant information published by NJSBA in appropriate locations. I am aware that any information and/or photographs submitted may be edited by NJSBA to enhance writing or image clarity. _____
(initials)

If you wish to expand any of these items, continue below or use additional sheets.



NEW JERSEY SCHOOL BOARDS ASSOCIATION

888.88NJSBA | www.njsba.org | 413 West State Street | Trenton, NJ 08618

Date: _____

Signature: _____