



## CALHOUN COUNTY CLERK AND REGISTER OF DEEDS

**Kimberly A. Hinkley**  
Clerk & Register of Deeds  
37<sup>th</sup> Circuit Court Clerk

**Julie Peet**  
Chief Deputy Clerk & Register

*"The history of your life is kept in our records!"*

The following information is provided by Jill L. Stout – Election Specialist. Email: [JStout@calhouncountymi.gov](mailto:JStout@calhouncountymi.gov), Phone: 269-781-0988.

### Filing for the Office of: **School Board of Education**

A candidate shall be a resident and registered voter of the school district the individual seeks to represent and shall remain a resident and registered voter to hold his/her office, if elected. Elections for school board offices shall be by nonpartisan elections.

**General Election date: November 8, 2022**

### Filing Official:

- **Lakeview School District candidates** file with the Battle Creek City Clerk's Office located at 10 N. Division Street, Battle Creek, Michigan; office hours: Monday-Friday, 8:00am to 5:00pm. Phone: 269.966.3348.
- **All other School Districts** file with the Calhoun County Clerk-Election's Office located at 315 W. Green Street, Marshall, Michigan; room 2-100am; office hours: Monday-Thursday, 8:00am to 5:00pm, Friday 8:00am to 12:00 noon. Phone: 269.781.0988. NOTE: If you would like Petitions mailed to you contact the Elections Office.

### FILING REQUIREMENTS FOR:

- **Candidates seeking election**

The filing deadline for candidates is **JULY 26, 2022, 4:00 pm**. A complete filing includes an [Affidavit of Identity](#) AND either: **Nominating Petitions (School District)** OR: **a \$100 non-refundable filing fee**.

Under [Michigan's Campaign Finance Act](#), a candidate may not have any outstanding notices of Failure to File or late filings fees with any filing official in the State as of the date the affidavit is executed.

The proper petitions for school board candidates to use are: "**Nominating Petition (School District)**". In a district with less than 10,000 in population (based upon the most recent federal census), petitions must bear a [minimum of 6 valid signatures](#) from qualified and registered voters within your school district; up to 20 signatures can be filed to cover the minimum signature requirement. In a district with a population of 10,000 or more, petitions must bear a [minimum of 40 valid signatures](#) from qualified and registered voters within your school district; up to 100 signatures can be filed to cover the minimum signature requirement.

*Once petition signatures are approved* the candidate's name will appear on the official General election ballot in November.

*Withdrawal:* the deadline for withdrawing a candidate filing is **JULY 29, 2022, 4:00 pm**. The withdrawal must be in writing and must be filed with the filing official.

- ❖ *The information in this document is also available at [www.calhouncountymi.gov/elections](http://www.calhouncountymi.gov/elections) where you can find digital versions of the forms and instructions.*

#### **MARSHALL OFFICE**

315 W. Green Street, Marshall, MI 49068  
Telephone **269.781.0707**  
Fax **269.781.0721**  
Clerk and Register of Deeds/ Election Services  
Visit our web page: [www.calhouncountymi.gov](http://www.calhouncountymi.gov)

#### **BATTLE CREEK OFFICE**

161 E. Michigan Ave., Battle Creek, MI 49014  
Clerk's Office: **269.969.6908**  
Circuit Court Clerk's Office: **269.969.6518**  
[www.Clerk-ROD@calhouncountymi.gov](mailto:www.Clerk-ROD@calhouncountymi.gov)

**PETITIONS:** The heading of the petition **must be** complete **BEFORE** circulating petition sheets to acquire signatures.

A summary of the laws, court rulings and Attorney General Opinions which govern the validity of signatures is available in the '[Circulating and Canvassing City/Township Nominating and Qualifying Petitions Forms](#)' booklet ED-106 (April 2020). All Nominating petitions can be obtained at our County Clerk-Election's office in Marshall, or for Lakeview School District candidates with the Battle Creek City Clerk's office.

- **For write-in candidates**

A candidate who wishes to seek election to the office of school board member with write-in votes must file a [Declaration of Intent](#) with your filing official no later than **4:00 pm on OCTOBER 28, 2022**.

### Campaign Finance Reporting:

- State and local candidates are required to comply with the financial disclosure requirements provided under [Michigan's Campaign Finance Act](#), P.A. 377 of 1976.
  - If your district's **most recent pupil enrollment is LESS than 2,401 and you spend, receive or have debt of \$1,000 or less**, you are exempt from campaign finance requirements (you do not need to file a Statement of Organization)
  - If your district's most **recent pupil enrollment is 2,401 or MORE**, you are mandated to meet campaign finance requirements. You must first complete and file a [Statement of Organization](#) with the County Clerk in Marshall (be sure to request the waiver if you don't expect to exceed \$1,000 in contributions, expenditures or debt) within 20 days of becoming a candidate.
  - If you spend, receive or have a debt of over \$1,000 by **October 23<sup>rd</sup>** you are required to file a **Pre-Election Campaign Finance Report** by **October 28<sup>th</sup>** with our Marshall office. If you filed a Pre-Election report OR you spent, received or have debt of over \$1,000 by **November 28<sup>th</sup>** you are required to file a **Post-Election report** by **December 8<sup>th</sup>**. The Campaign Finance booklet and/or various forms are available on the internet, simply go to [Secretary of State, Campaign Finance Disclosure, Instructions and Forms](#) – Candidate Committees.
- An individual becomes a candidate under the MCFA as soon as he/she:
  - Files an affidavit, fee or nominating petition OR
  - Is certified as the nominee of his/her political party OR
  - Receives a contribution (includes contributions from the candidate's own personal funds), makes an expenditure, or authorizes someone else to do so on his/her behalf OR
  - Is the subject of a recall vote OR
  - Was elected to an elective office and can seek re-election.

### After the Election:

- Successful candidates may be required to file the [Campaign Finance Compliance Affidavit](#).
- Future Campaign Finance Reports include: July and October Quarterly Reports, and Annual Reports.
- If you are not successful in your campaign efforts, you must gain a [Reporting Waiver](#), continue to file campaign statements or [dissolve the committee](#). Committees that have a Reporting Waiver may file a single-page [Dissolution Campaign Statement](#).

## Helpful Candidate Information:

The Qualified Voter File (QVF), a statewide voter registration file, is available in our office and can be a valuable tool for your campaign. Information acquired from the QVF includes: registered voters in the county, those who voted in a previous Primary or General election, absentee voters, voters by age group, a street index of the county, or a walking list if you're planning to go door-to-door.

The County's Freedom of Information Act (FOIA) request system has changed effective 3/04/19. Calhoun County Board of Commissioners FOIA [Policy Statement 233](#). If you choose not to use the FOIA Portal, this [FOIA form](#) can be used to make your request.

Please let us know if we can be of assistance to you. Our phone number is 269.781.0988, fax 269.781.0703, or email: [JStout@calhouncountymi.gov](mailto:JStout@calhouncountymi.gov).

## SCHOOL DISTRICT CIRCULATING AREA:

Legal Name of School District, City or Township where circulated and county (note: you must have a **separate sheet** for each city or township where circulated):

- ❖ Athens Area Schools can be circulated in portions of Athens, Burlington, Leroy, and Newton Townships in Calhoun County; Sherwood Township in Branch County; Leonidas Township in St. Joseph County; and Wakeshma Township in Kalamazoo County. *School district total population: 4700*
- ❖ Battle Creek Public Schools can be circulated in the City of Springfield, and portions of the City of Battle Creek, Bedford, Emmett, and Pennfield Charter Townships in Calhoun County. *School district total population: 41809*
- ❖ Harper Creek Community Schools can be circulated in portions of the City of Battle Creek, and Emmett, Fredonia, Leroy, Marshall, Newton, and Pennfield Townships in Calhoun County. *School district total population: 14927*
- ❖ Homer Community School District can be circulated in portions of Albion, Clarendon, Eckford, Fredonia, Homer and Tekonsha Townships in Calhoun County; Butler Township in Branch County; Litchfield Township in Hillsdale County and Pulaski Township in Jackson County. *School district total population: 4551*
- ❖ Lakeview School District can be circulated in portions of the City of Battle Creek. *School district total population: 22037*
- ❖ Mar Lee School District can be circulated in portions of Clarence, Eckford, Lee, Marengo and Sheridan Townships in Calhoun County. *School district total population: 1582*
- ❖ Marshall Public Schools can be circulated in the Cities of Albion and Marshall, and portions of Albion, Convis, Eckford, Fredonia, Lee, Marengo, Marshall, Newton and Sheridan Townships in Calhoun County; and portions of Concord and Parma Townships in Jackson County. *School district total population: 25077*
- ❖ Pennfield Schools can be circulated in portions of the City of Battle Creek, Bedford, Convis and Pennfield Townships in Calhoun County; and Assyria Township in Barry County. *School district total population: 9064*
- ❖ Tekonsha Community Schools can be circulated in portions of Burlington, Clarendon, Fredonia and Tekonsha Townships in Calhoun County; and Butler and Girard Townships in Branch County. *School district total population: 2151*

A map of the [Calhoun County Intermediate School Districts](#) is available.