



COMMONWEALTH OF KENTUCKY
OFFICE OF THE SECRETARY OF STATE
MICHAEL G. ADAMS

TO: POTENTIAL CANDIDATES

FROM: MICHAEL G. ADAMS, SECRETARY OF STATE

Candidates for the following offices shall file with the county clerk to attain ballot access and should contact the county clerk of their county of residence for filing procedures and requirements: Circuit Clerk, Commonwealth Attorney in single county circuits, County Judge Executive, County Clerk, County Attorney, Sheriff, Jailor, Coroner, Property Valuation Administrator, Surveyor, Magistrate/Justice of the Peace, County Commissioner, Constable, Soil and Water Conservation District Supervisor, Mayor, City Legislative Body, and Board of Education.

Candidates for the following offices shall file with the Office of the Secretary of State: President of the United States, Vice President of the United States, United States Senator, United States Representative in Congress, Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of Public Accounts, State Treasurer, Commissioner of Agriculture, State Senator, State Representative, Supreme Court Justice, Judge of the Court of Appeals, Circuit Judge, District Judge, and Commonwealth Attorney in multi-county circuits.

Following are guidelines for candidates filing with the Office of the Secretary of State:

1. Complete all applicable blanks on the filing form. The Office of the Secretary of State will make the necessary copies for distribution.
2. If the filing form requires notarization, the candidates and signers must have their signatures acknowledged by a Notary Public and the expiration date of the notary's commission must be stated.
3. Checks should be made payable to the Kentucky State Treasurer.
4. Candidates may file in person or by mail at the following address:

Office of the Secretary of State
Office of Elections
700 Capital Avenue
Room 148, State Capitol
Frankfort, KY 40601

Questions relating to campaign finance procedures and requirements for state, judicial and local office should be directed to the Kentucky Registry of Election Finance at (502) 573-2226. In addition, KREF's website, <http://www.kref.ky.gov>, provides for the downloading of required reporting forms and a book titled Guide to Campaign Finance.

Questions relating to campaign finance matters for federal candidates should be directed to the Federal Election Commission at 1-800-424-9530.

If our Office may be of further assistance to you, please contact our election staff at (502) 564-3490 or by email at sos.elections@ky.gov.

OFFICE OF ELECTIONS
700 CAPITAL AVENUE
ROOM 148, STATE CAPITOL
FRANKFORT, KY 40601-3493



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PHONE: (502) 564-3490
FAX: (502) 564-0282
WEBSITE: www.sos.ky.gov
EMAIL: sos.elections@ky.gov

NONPARTISAN BOARD OF EDUCATION (SCHOOL BOARD MEMBER) CANDIDATES GENERAL ELECTION

If applicable, the Nonpartisan Office of Board of Education (School Board Member) will appear on the 2022 general election ballot.

Signatures Required:	Candidate's signature and two (2) registered voters who reside in the school board district from which the candidate seeks nomination.
Earliest date to affix signatures and file Nominating Petition	November 3, 2021
Latest date to file Nominating Petition (4:00 p.m., local time)	June 7, 2022

Filing Form SBE 60A		Nominating Petition
Filing Form KREF-001	Appointment of Campaign Treasurer and Optional Request for Reporting Exemption	
KRS 160.180 (e)	Transcript evidencing completion of the twelfth grade or results of a twelfth grade equivalency examination	
SBE/SOS/06	Affidavit for School Board Candidacy and Membership	
Filing Fee		\$20.00
Filing Official		County Clerk

Candidates for Board of Education (School Board Member) attain ballot access by filing a Nominating Petition with the county clerk. The Nominating Petition shall be signed by the candidate and by not less than **two (2)** registered voters **who reside in the school board district** from which the candidate seeks nomination. The petition shall be filed with the county clerk no later than the first Tuesday after the first Monday in June preceding the day fixed by law for the holding of general election for the office sought.

Candidates for Board of Education (School Board Member) are required to file an **affidavit** signed under penalty of perjury certifying completion of the twelfth grade or the equivalent as determined by passage of the twelfth grade equivalency examination held under regulations adopted by the Kentucky Board of Education. This affidavit is to be filed with the county clerk when filing the Nomination Petition.

Candidates for Board of Education (School Board Member) are required to file with the nominating petition a transcript evidencing completion of the twelfth grade or results of a twelfth grade equivalency examination.

Establishing Campaign Account: For information regarding campaign contribution and expenditure reporting requirements received or expended in the year before the year the candidate appears on the ballot, contact the **Registry of Election Finance** at (502) 573-2226.

Please Note: All information contained in this packet is subject to change per Kentucky Revised Statutes.



NOMINATING PETITION
 (Certain Independent candidates or Non-Partisan candidates required to file with County Clerk)

This Space for Filing Officer Only

To _____ Commonwealth of Kentucky, _____ County:
 (County Clerk)

We, the undersigned petitioners, being voters of the same district or jurisdiction from which the candidate seeks nomination, and being at least _____ in number, hereby petition you to cause to be printed on the official ballot of said county/counties _____ of the Commonwealth of Kentucky at the primary/regular election

to be held on _____ 20____ the name of _____ who
 (Month) (Day)
 resides at _____,
 (Residential Address) (City, State, Zip)

that my mailing address, if different, is _____ KY _____,
 (Post Office Address) (City) (Zip)

as a candidate for the office of _____ district _____.

I, _____, hereby declare that I
 (Name of candidate in full as desired on ballot as provided in KRS 118.129)

possess all the constitutional and statutory requirements for the office for which I have filed.

 (Signature of Candidate)

Petitioners shall include residential address, signature affixation date, and date of birth. Failure of a voter to include the signature affixation date, date of birth, and residential address shall result in the signature not being counted.

DATE	BIRTH DATE	SIGNATURE OF PETITIONER	RESIDENTIAL ADDRESS	CITY & ZIP



KENTUCKY REGISTRY OF ELECTION FINANCE

Thomas P. O'Brien, III, Chairman
Adrian M. Mendiondo, Vice-Chair
James L. Deckard, Member
Richard Clayton Larkin, Member
H. David Wallace, Member
J. Bissell Roberts, Member
Laura Marie Bennett, Member

140 Walnut Street
Frankfort, Kentucky 40601-3240
Phone: (502) 573-2226
Fax: (502) 573-5622
www.kref.ky.gov

John R. Steffen
Executive Director
Leslie M. Saunders
General Counsel

NOTICE AND INSTRUCTIONS TO ALL CANDIDATES

- **Mandatory electronic reporting** – All candidates are required to **electronically** submit all required campaign finance reports to the Registry of Election Finance.
- **Candidates MUST first submit a KREF 001 form electronically to the Registry** – In order to comply with the mandatory electronic filing requirements, **ALL** candidates for office in Kentucky must create an account in the Registry's electronic filing system and submit a KREF 001 form electronically to the Registry **before** starting their campaigns.
- **Candidates must also submit a hard copy of their KREF 001 with the Secretary of State or County Clerk** – After candidates submit their KREF 001 form electronically to the Registry, they must also print a hard copy of the form. The hard copy should accompany the candidates' filing form for ballot access when the candidates file for office with the Secretary of State or County Clerk.
- **INSTRUCTIONS FOR ACCESSING THE REGISTRY'S ELECTRONIC FILING SYSTEM** – In order to initiate the filing process, candidates should go to <https://kref.ky.gov>, click on the "EFILE" button on the Registry's homepage, and follow the instructions found there for creating their account and submitting their KREF 001 form electronically. Once their form has been submitted and approved by the Registry, candidates will be able to print out their completed forms and file them with the Secretary of State or their County Clerk, as appropriate.
- **ASSISTANCE** – Candidates needing assistance with the electronic filing process should call the Registry at 502-573-2226.

**AFFIDAVIT FOR
SCHOOL BOARD CANDIDACY
AND MEMBERSHIP**

County of _____
Commonwealth of Kentucky

I, _____, after being duly sworn, state as follows:
(Name of Candidate)

1. That I certify that I possess the eligibility requirements as set forth in KRS 160.180 for membership on a board of education. I understand that no person shall be eligible to membership on a board of education:

Unless he has attained the age of twenty-four (24) years; and unless he has been a citizen of Kentucky for at least three (3) years preceding his election and is a voter of the district for which he is elected; and who holds any federal, state, county or city office; or who, at the time of his election, is directly or indirectly interested in the sale to the board of books, stationery, or any other property, materials, supplies, equipment, or services for which school funds are expended; or who has been removed from membership on a board of education for cause; or who has a ***relative** employed by the school district and is elected after July 13, 1990. However, this shall not apply to a board member holding office on July 13, 1990, whose relative was not initially hired by the district during the tenure of the board member.

*** Relative means: father, mother, brother, sister, husband, wife, son and daughter.**

and, I do further state the following:

2. That I certify that I have completed the twelfth (12th) grade or the equivalent as determined by passage of the twelfth (12th) grade equivalency examination (GED).
3. That I am providing this certificate under penalty of perjury.

(Signature of Candidate)

Subscribed and sworn to before me on this date of _____
(Month Day Year)

(Signature of Notary Public)

(Commission Expiration Date)