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| **TO DECLARE CANDIDACY:** **COMPLETE IN PERSON AT ST.CHARLES R-VI SCHOOL DISTRICT ADMINISTRATIVE CENTER**  |
| 1. DECLARATION OF CANDIDACY (Form BBB-AF2) Complete and sign form
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| * 3 year term to expire April 2028 (City of St. Charles School District maintains original)
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| 1. NOTICE TO CANDIDATE (MEC form)
* Complete and sign form. (City of St. Charles School District maintains original)
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| 1. SCHOOL BOARD ELECTIONS (Acknowledgment Candidate Received Required Information) (Form BBB-AF3)
* Complete and sign form. (City of St. Charles School District maintains original)
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| FORMS DUE AFTER DECLARING CANDIDACY* Candidate’s Affidavit of Tax Payments and Bonding Requirements (MO DOR form 5120)
* *Candidate must file an affidavit with the Department of Revenue verifying he or she does not owe taxes as defined in the affidavit. Form must be notarized and a copy provided to the Secretary to the Board of Education for filing with Declaration of Candidacy. Original mailed to MO Dept. of Revenue, copy kept in file with City of St. Charles School District.*
* Financial Disclosure Statement for Political Subdivisions (MEC form)
* *This form can be filed online or paper form– instructions included-\*candidate must file on or before January 14, 2025*
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| **WEBSITES FOR CANDIDATE INFORMATION:** |
| DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION <http://dese.mo.gov/> | DEPARTMENT OF REVENUE<http://dor.mo.gov/personal/candiates/> |
| MISSOURI SCHOOL BOARDS’ ASSOCIATION <http://www.mosba.org/>  | MISSOURI ETHICS COMMISSION <http://www.mec.mo.gov/> |
| ST. CHARLES COUNTY ELECTION AUTHORITY www.sccmo.org/410/Election-Authority/ | CITY OF ST. CHARLES SCHOOL DISTRICT www.stcharlessd.org |
| **MARK YOUR CALENDAR** |
|  12/10/24 – 12/31/24 | 8:00 a.m. Filing Opens on 12/10/2024AFTER 12/10/24-CANDIDATES MAY FILE WHEN OFFICES OPEN DURING BUSINESS HOURS 7:30 A.M.-4:30 P.M. M-TH and 7:30 AM – 4:00 PM Friday. Offices closed December 23, 2024 through January 2, 2025 for winter break. District offices may be closed due to inclement weather. |
|    12/31/24 | Filing Closes at 5:00 PM on 12/31/2024 (OFFICE WILL BE OPEN 3:00-5:00 P.M.) Last date to provide a copy of the notarized DOR Candidate’s Affidavit and Declaration of Candidacy to the City of St. Charles School District Board Secretary by 5:00 PM deadline. |
|  1/14/25 1/21/25 | Last date to file Financial Disclosure Statement with Missouri Ethics Commission without $10 filing fee.Last day to file by 21-day deadline before removal from ballot. |
|    1/28/25 | Last date to provide a copy of the notarized affidavit to City of St. Charles Assistant to the Board of Education for filing with Declaration of Candidacy for withdrawal of name from the election without a Court Order. |
|  1/28/25 | Certification Date – Candidate withdrawals after this date must be done by Court Order |
|    2/11/25 | Last date for Candidate Withdrawal by Court Order – freely given by court and candidate pays costs - §115.359 (eight weeks prior to election) |
|    4/8/25 | Election Day for Board of Education Directors |
|    4/10/25 | City of St. Charles School District Board of Education Meeting – swearing in of elected board members |