

# **2026 FILING REQUIREMENTS FOR LOCAL SCHOOL DISTRICT BOARD MEMBERS**

*All candidates file at the Monroe County Clerk's Office located in the Monroe County Courthouse, 106 E. First St., Monroe, MI 48161*

## **WHAT TO FILE**

### **» Affidavit of Identity and Receipt of Filing**

All candidates must submit an Affidavit of Identity when filing for office. Under Public Act 394 of 1984, a candidate who fails to file an Affidavit of Identity as required cannot be placed on the ballot. PA 217 of 1999 requires any candidate filing an Affidavit of Identity to state on the form that at the date the affidavit was executed, "all statements, reports, late filing fees, and fines required of the candidate or any candidate committee organized to support the candidate's election under the [Michigan Campaign Finance Act](#) have been filed or paid". Therefore, a candidate may not have any outstanding notices of Failure to File or late fees with any filing official in the State.

### **» Nominating Petitions or Filing Fee:**

- School districts with 10,000 or more in population according to the 2020 Federal census require a minimum of 40 signatures, maximum of 100 signatures from qualified and registered electors of the school district OR a \$100.00 nonrefundable filing fee.

» Candidates must use School District Nominating Petitions if filing nominating petition signatures in lieu of the \$100.00 nonrefundable filing fee. Petitions can be obtained from the Monroe County Clerk's Office.

## **WHEN TO FILE**

Candidates must file no later than **4:00 p.m. on Tuesday, July 21<sup>st</sup>, 2026.**

## **CAMPAIGN FINANCE ACT**

A candidate who seeks a school board position in a school district with a pupil enrollment count of 2,401 or more is subject to the filing requirements of the Act.

A candidate who seeks a school board position in a school district with a pupil enrollment count of 2,400 or less is not subject to the filing requirements of the Act as long as he or she does not spend or receive more than \$1,000.00 for the election.

Information is available in our office Monday through Friday, 8:00 a.m. to 4:30 p.m.

### **CANDIDATES WHO WISH TO WITHDRAW**

Candidates must withdraw, in writing, with their filing official by 4:00 p.m. on **Friday, July 24<sup>th</sup>, 2026**.

### **QUALIFICATIONS**

Must be a citizen of the United States and a qualified and registered elector of the school district the candidate seeks to represent by the filing deadline.

### **FILING REQUIREMENTS FOR WRITE-IN CANDIDATES**

A candidate who wishes to seek election to the office of Local School District Board Member with write-in votes must file a Declaration of Intent with the appropriate filing official no later than 4:00 p.m. on **Friday, October 23<sup>rd</sup>, 2026**.

### **QUESTIONS?**

If you have questions regarding this information, please do not hesitate to contact:

Monroe County Clerk's Office  
Katelynn LaPrad  
Elections Coordinator  
106 E. First St.  
Monroe, MI 48161  
734-240-7025