



**Duncanville Independent
School District**

“Champions for Children”

*School Board Trustee
Candidate Handbook
for the
May 1, 2021
Joint Election*

DUNCANVILLE I.S.D.
2021 SCHOOL BOARD TRUSTEE ELECTION
CALENDAR FOR CANDIDATES

January 11	Board of Trustees calls the Election at the Regular Board Meeting.
January 13	First day to file an application for a place on the ballot including a Campaign Treasurer form.
February 12	Deadline to order a General Election. Last day to file for a Place on the Ballot.
February 16	Last day for Write-In candidate to file
February 17	Last day for the Election to be cancelled if all filing deadlines have passed and each candidate for an office listed on the ballot is unopposed.
February 18	Post and the Notice of Ballot Position Drawing
February 19	Last day for a candidate to withdraw, by submission of a <u>Certificate of Withdrawal</u> or a notarized letter.
February 22	Drawing for Candidate position on the ballot at 8:15 a.m.
March 22	<u>Mandatory Office Hours:</u> Each county clerk, city secretary, or secretary of a governing body (or the person performing duties of a secretary) must keep the office open for election duties at least <u>3 hours</u> each day, during regular office hours, on regular business days. <u>Independent School Districts:</u> A regular business day means a day on which the school district's main business office is regularly open for business. If a school holiday falls on a day during the early voting by personal appearance period that is not a federal or state holiday, the independent school district is still required to be open at least 3 hours to conduct early voting by personal appearance.
March 26	Early voting clerk may begin mailing early voting ballots to applicants as soon as ballots are available, but it is recommended that ballots be mailed no later than the 45 th day before the election, if possible.
April 2	Financial Reports are due to Election Clerk. Last day to Register to Vote. First day of period during which notice of election must be published <u>if method of giving notice is not specified by a law outside the Election Code, and publication is the method of giving notice is selected.</u> <u>Note for Cities and School Districts:</u> Are required to publish their notice in a newspaper. By publishing the notice at least once between the 30th day and the 10th day before the election. Published in the Dallas Morning News with all of Dallas County.
April 19	First day of Early Voting. <u>Note to Independent School Districts:</u> Despite the change in state law that allows an ISD to be closed on school holidays during the mandatory office

hours period, you are required to be open during the entire early voting period except on legal state and national holidays.

April 27 Last day to apply for a Ballot by Mail (**Received not** Postmarked)

April 22 **Financial Reports are due for any additional Contributions/Expenditures**

May 1

Election Day

7:00 a.m. – 7:00 p.m. Polls open

7:00 a.m. – 7:00 p.m. Voter registrar's office is open

7:00 a.m. – 7:00 p.m. Early voting clerk's office is open for early voting activities

7:00 a.m. – 7:00 p.m. Sick and disabled persons may vote at the main early voting polling place if electronic voting systems are used at regular polling place(s) on Election Day.

5:00 p.m. -- Deadline for receiving applications for late ballots to be voted by persons who became sick or disabled on or after Thursday, April 22, 2020.

7:00 p.m. -- Deadline for receiving early voting ballots by mail and late ballots cast by voters who became sick or disabled on or after Thursday, April 22, 2020

May 4 First possible day to conduct official local canvass of returns by governing authority of the political subdivision as long as the ballot board has finished processing and counting late and provisional ballots.

May 6 Last day to receive carrier envelopes placed in the mail by 7:00 p.m. on Election Day, May 1, 2021, from voters who are voting outside the United States.

May 7 Last day for early voting ballot board to convene to qualify and count any provisional ballots that have been reviewed by the voter registrar and late ballots that were submitted from outside the United States and received by Thursday, May 12, 2016 while the board reconvenes to process provisional ballots.

May 11 Last day for the presiding judge of the early voting ballot board to mail notices of rejected mail ballots to voters.

May 12 Last day to conduct official local canvass of returns by governing authority.

May 26 Last day for presiding judge of the early voting ballot board to mail notices of outcome of provisional ballots to voters.

July 15 **Final Financial Report is due. This reporting includes those who have not received/spent over \$500.00 in order to complete the time for the Campaign Treasurer or you must use the same Treasurer the next time that you run for Election.**

DUNCANVILLE ISD BOARD OF EDUCATION

Name	Contact Information
Cassandra Phillips President Place 5	810 Jungle Drive Duncanville 75116 Office: (972) 780-7653 Occupation: Realtor boardoftrustees@duncanvilleisd.org
Janice Savage-Martin Vice-President Place 6	1600 S. Main Street, Apt. 226 Duncanville, TX 75137 Home: (214) 535-5123 boardoftrustees@duncanvilleisd.org
Janet Veracruz. Secretary Place 3	1407 Plateau Drive Duncanville, TX 75116 Cell: (972) 965-7449 Occupation: Teacher boardoftrustees@duncanvilleisd.org
Jacqueline Culton Place 1	1514 Marshall Drive Duncanville, TX 75137 Cell: (469) 225-9065 Occupation: Engineer boardoftrustees@duncanvilleisd.org
Carla Fahey President Place 7	5740 Mona Lane Dallas, TX 75236 Home: (972) 296-3452 boardoftrustees@duncanvilleisd.org

Dr. LaSonja Ivory Place 4	1320 Rusticwood Drive DeSoto, TX 75115 Home: (805) 766-3425 boardoftrustees@duncanvilleisd.org
Phil McNeely Secretary Place 2	839 Sherrill Blvd Duncanville, TX 75116 Home: (972) 709-7824 boardoftrustees@duncanvilleisd.org

PLACE	YEAR ELECTED	NAME	TERM EXPIRES
1	2019	Jacqueline Culton	2022
2	2019	Phil McNeely	2022
3	2019	Janet Veracruz	2022
4	2020	Dr. LaSonja Ivory	2023
5	2020	Cassandra Phillips	2023
6	2018	Janice Savage-Martin	2021
7	2018	Carla Fahey	2021

**All forms at this tab
are to be returned to:**

**Duncanville I.S.D.
Superintendent
Education Plaza
710 S. Cedar Ridge Drive
Duncanville, Texas 75137**

**January 15, 2021
(First day to submit an application)
through
February 12, 2021
5:00 p.m.
(Last day to submit applications)**

**PLEASE MAKE A COPY OF THESE DOCUMENTS FOR YOUR
OWN RECORDS.**

**For more information, call:
Debbie Prather
(972) 708-2010**

ALL INFORMATION IS **REQUIRED** TO BE PROVIDED UNLESS INDICATED OPTIONAL

APPLICATION FOR A PLACE ON THE _____				GENERAL ELECTION BALLOT							
TO: City Secretary/Secretary of Board											
I request that my name be placed on the above-named official ballot as a candidate for the office indicated below.											
OFFICE SOUGHT (Include any place number or other distinguishing number, if any.)				INDICATE TERM ☐ FULL ☐ UNEXPIRED							
FULL NAME (First, Middle, Last)			PRINT NAME AS YOU WANT IT TO APPEAR ON THE BALLOT ¹								
PERMANENT RESIDENCE ADDRESS (Do not include a P.O. Box or Rural Route. If you do not have a residence address, describe the address at which you receive personal mail and location of residence.)			PUBLIC MAILING ADDRESS (Campaign mailing address, if available.)								
CITY	STATE	ZIP	CITY	STATE	ZIP						
PUBLIC EMAIL ADDRESS (If available)		OCCUPATION (Do not leave blank)		DATE OF BIRTH / /							
PUBLIC EMAIL ADDRESS (If available)		OCCUPATION (Do not leave blank)		VOTER REGISTRATION VOID NUMBER (Optional) ²							
TELEPHONE CONTACT INFORMATION (Optional) Home: Work: Cell:		LENGTH OF CONTINUOUS RESIDENCE AS OF DATE APPLICATION SWORN <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="padding: 5px;">IN STATE</th><th style="padding: 5px;">IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED³</th></tr></thead><tbody><tr><td style="padding: 5px; text-align: center;">_____ year (s)</td><td style="padding: 5px; text-align: center;">_____ year (s)</td></tr><tr><td style="padding: 5px; text-align: center;">_____ month(s)</td><td style="padding: 5px; text-align: center;">_____ month(s)</td></tr></tbody></table>				IN STATE	IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED ³	_____ year (s)	_____ year (s)	_____ month(s)	_____ month(s)
IN STATE	IN TERRITORY FROM WHICH THE OFFICE SOUGHT IS ELECTED ³										
_____ year (s)	_____ year (s)										
_____ month(s)	_____ month(s)										
If using a nickname as part of your name to appear on the ballot, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.											
Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says: "I, (name) _____, of _____ County, Texas, being a candidate for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I am aware of the nepotism law, Chapter 573, Government Code. I further swear that the foregoing statements included in my application are in all things true and correct." X _____ SIGNATURE OF CANDIDATE											
Sworn to and subscribed before me at _____, this the _____ day of _____, _____.											
SEAL											
Signature of Officer Administering Oath ⁴			Title of Officer Administering Oath								
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:											
(See Section 1.007)											
Voter Registration Status Verified ☐		Date Received _____		Signature of Secretary _____							

INSTRUCTIONS

An application to have the name of a candidate placed on the ballot for any general election may not be filed earlier than 30 days before the deadline prescribed by this code for filing the application. An application filed before that day is void. All fields **must** be completed unless specifically marked optional.

The general election filing deadline is 5:00 p.m. 78 days prior to election day for any uniform election date.

If you have questions about the application, please contact the Secretary of State's Elections Division at 800-252-8683.

NEPOTISM LAW

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption. Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and, if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

FOOTNOTES

¹For rules concerning the form of a candidate's name or nickname on the ballot, see Subchapter B, Chapter 52 of the Texas Election Code.

²Inclusion of a candidate's VUID is optional. However, many candidates are required to be registered voters in the territory from which the office is elected at the time of the filing deadline. Please visit the Elections Division of the Secretary of State's website for additional information. <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³This refers to the length of residence inside the district or territory from which the office is elected. For example, length of residence in a school district, for a school trustee office elected at large. This field **MUST BE COMPLETED**.

⁴All oaths, affidavits, or affirmations made within this State may be administered and a certificate of the fact given by a judge, clerk, or commissioner of any court of record, a notary public, a justice of the peace, city secretary (for a city office), and the Secretary of State of Texas.

DEBE PROPORCIONARSE LA INFORMACIÓN REQUERIDA A MENOS QUE SE INDIQUE QUE ES OPCIONAL

SOLICITUD PARA FIGURAR EN LA BOLETA DE _____ ELECCIÓN GENERAL					
A: Secretario(a) de la Ciudad/ Secretario del Consejo					
Solicito que mi nombre figure en la boleta oficial indicada más arriba como candidato/a al cargo a continuación.					
PUESTO OFICIAL SOLICITADO (Incluya cualquier número de cargo u otro número distintivo, si el cargo lo tiene.)				INDIQUE TÉRMINO ☐ TÉRMINO COMPLETO ☐ TÉRMINO INCOMPLETO	
NOMBRE COMPLETO (Primer nombre, segundo nombre, apellido)			ESCRIBA SU NOMBRE COMO DESEA QUE FIGURE EN LA BOLETA ¹		
DIRECCIÓN RESIDENCIAL PERMANENTE (No incluya una casilla postal o una ruta rural. Si usted no tiene una dirección residencial, describa el lugar en que recibe correspondencia personal y la ubicación de su residencia.)			DIRECCIÓN POSTAL PÚBLICA (Dirección en la que recibirá correspondencia relacionada a su campaña, si es disponible.)		
CIUDAD	ESTADO	CÓDIGO POSTAL	CIUDAD	ESTADO	CÓDIGO POSTAL
CORREO ELECTRÓNICO PÚBLICO (Si está disponible.)		EMPLEO (No deje este espacio en blanco.)		FECHA DE NACIMIENTO / /	VID – NÚMERO UNICO DE IDENTIFICACION DE VOTANTE (Opcional) ²
INFORMACIÓN DE CONTACTO (Opcional) Tel. residencial: Tel. laboral: Tel. celular:		DURACIÓN DE RESIDENCIA CONTINUA AL MOMENTO DE JURAMENTAR ESTA SOLICITUD			
		EN EL ESTADO ____ año(s) ____ mes(es)		EN EL TERRITORIO POR EL CUAL SERIA ELECTO/A ³ ____ año(s) ____ mes(es)	
En caso de usar un apodo como parte de su nombre en la boleta, usted también firma y jura lo siguiente: Asimismo, juro que mi apodo no constituye un lema político ni tampoco es una indicación de mis creencias o afiliaciones políticas, económicas, sociales o religiosas. Se me ha conocido por este apodo durante al menos tres años antes de esta elección.					
Ante mí, la autoridad suscrita, compareció (nombre) _____, quien frente a mí y bajo juramento debido, declara: "Yo, (nombre) _____, del condado de _____, Texas, siendo candidato para el cargo oficial de _____, juro solemnemente que apoyaré y defenderé la Constitución y las leyes de los Estados Unidos y del Estado de Texas. Soy ciudadano de los Estados Unidos elegible para ocupar tal cargo oficial bajo la Constitución y las leyes de este Estado. No se me ha condenado por un delito mayor por el cual no haya sido absuelto o por el cual no se me hayan restituido enteramente mis derechos de ciudadanía por medio de otra acción oficial. No existe un fallo final de un tribunal testamentario que me declare total o parcialmente incapacitado mentalmente sin derecho a votar. Yo tengo conocimiento de la ley sobre el nepotismo según el Capítulo 573 del Código de Gobierno. Además, juro que las declaraciones anteriores que incluyo en mi solicitud son verdaderas y correctas".					
X _____ FIRMA DEL CANDIDATO					
Jurado y suscrito ante mí en _____, este día ____ de _____, _____.					
SELLO					
Firma del oficial que administra el juramento ⁴ _____ Título del oficial que administra el juramento _____					
TO BE COMPLETED BY CITY SECRETARY OR SECRETARY OF BOARD:					
(See Section 1.007)					
Voter Registration Status Verified ☐		Date Received _____		Signature of Secretary _____	

INSTRUCCIONES

La solicitud para que el nombre de un candidato figure en la boleta para cualquier elección general no deberá registrarse antes de los treinta (30) días previos a la fecha límite para registrar la solicitud, según lo prescribe este código. Cualquier solicitud registrada antes de esa fecha se declarará inválida. Todos los campos **deben ser completados** a menos que se indique específicamente marcados como opcional.

El último día para registrarse es a las 5 de la tarde setenta y ocho (78) días antes del día de la elección en el caso de elecciones uniformes.

Si tiene alguna pregunta sobre la solicitud, por favor póngase en contacto con la división de elecciones del Secretario de Estado al 800-252-8683.

LEY SOBRE EL NEPOTISMO

El candidato deberá firmar esta declaración para indicar que tiene conocimiento sobre la ley sobre el nepotismo. A continuación figuran las prohibiciones del nepotismo según el capítulo 573 de Código Gobierno:

Ningún funcionario podrá nombrar, votar por o confirmar el nombramiento o empleo de ninguno de sus parientes en segundo grado por afinidad (matrimonio) o en tercer grado por consanguinidad (sangre), o de los parientes de cualquier otro integrante del cuerpo directivo o tribunal en que el funcionario celebre sesión cuando la compensación para esa persona se pague con fondos públicos u honorarios de su puesto oficial. Sin embargo, la ley no prohíbe el nombramiento, el votar por o la confirmación de ninguna persona que haya trabajado en la oficina de manera continua o el empleo para el siguiente período antes de la elección o el nombramiento del funcionario o miembro emparentado con el empleado en el grado prohibido: seis meses, si el funcionario o miembro se elige en una elección general de funcionarios de estado y condado.

Ningún candidato podrá influir sobre un empleado relacionado al puesto oficial al cual el candidato aspira o un empleado o funcionario del cuerpo fiscal al cual el candidato aspira respecto del nombramiento o el empleo de un pariente del candidato en un grado prohibido según se indica arriba. Esta restricción no se dirige a las acciones de un candidato respecto de una clase o categoría de empleados o posibles empleados de buena fe.

Los ejemplos de parentesco en tercer grado por consanguinidad son los siguientes:

- (1) Primer grado: padre, madre, hijo(a);
- (2) Segundo grado: hermano(a), abuelo(a), nieto(a);
- (3) Tercer grado: bisabuelo(a), bisnieto(a), tío(a), sobrino(a).

Los siguientes incluyen parentescos de consanguinidad, medios hermanos y adopción legal. Los ejemplos de parentescos en segundo grado por afinidad son los siguientes:

- (1) Primer grado: cónyuge, suegro(a), yerno, nuera;
- (2) Segundo grado: cuñado(a), abuelo(a) del cónyuge.

Las personas que están emparentadas por afinidad (matrimonio) incluyen los cónyuges de parientes emparentados por consanguinidad, y, si casados, el cónyuge y los parientes del cónyuge por consanguinidad. No todos estos ejemplos son inclusivos.

NOTAS

¹Para reglas sobre la forma del nombre de un candidato o apodo en la boleta electoral, vea el subcapítulo B, Capítulo 52 del Código Electoral de Texas.

²La inclusión del número único de identificación de votante (VUID, por sus siglas en Ingles) es opcional. Sin embargo, para muchos candidatos, es un requisito estar registrados como votantes en el territorio por el cual serían electos a partir de la fecha límite de la solicitud. Puede encontrar información adicional sobre el requisito de registro de votante en nuestra página: <http://www.sos.state.tx.us/elections/laws/hb484-faq.shtml>

³Esto se refiere a la duración de la residencia dentro del distrito o territorio de que se elige la oficina. Por ejemplo, la duración de residencia en un distrito escolar, para una oficina del consejero escolar elegida en general. Este campo **DEBE SER COMPLETADO**.

⁴Los juramentos, las declaraciones juradas o las afirmaciones que se efectúen dentro de este Estado podrán ser administradas por un juez, escribano o comisionado de alguna corte de registro, por un notario público, un juez de paz, un secretario de la ciudad o el Secretario de Estado de Texas, quienes cuentan con la capacidad de proporcionar un certificado del hecho.