

**TO:** Todd Galbierz, Executive Vice President

**FROM:** Dr. Barbara Kavalier, President

**DATE:** November 15, 2025

**SUBJECT:** Request for Publication of Legal Notice

The following notice should be published twice between November 24, 2025, and December 7, 2025 with the Affidavit of Publication forwarded to my office upon completion. Thank you.

**TRUSTEE ELECTION NOTICE**  
Community College District of St. Charles County, Missouri

Two six-year terms and one two-year term on the St. Charles Community College Board of Trustees will be on the ballot for the April 7, 2026, election.

To be eligible, one must be a citizen of the United States; be a resident taxpayer of the Community College District of St. Charles County, Missouri for a minimum of one year immediately preceding the election; be at least 21 years of age; not have been found guilty nor pled guilty to a felony or misdemeanor under the federal laws of the United States of America, or to a felony under Missouri law, or to an offense committed in another state that would be considered a felony in Missouri; and have filed all required disclosure reports with the Missouri Ethics Commission, when applicable, for all previous elections in which they were a candidate.

Candidates are required by law to file an affidavit with the Missouri Department of Revenue (Form 5120) to attest to not being delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, or real property taxes on their current residence; if a past or present corporate officer of any fee office, to not owing any taxes to the state other than those taxes which may be in dispute; and to having no known information that would prohibit them from fulfilling any bonding requirements for the office. **A copy of the notarized affidavit must be submitted at the time of filing.**

Declarations of Candidacy must be filed in person (except as allowed in RSMo 115.355.1) in the Office of the President, Conoyer Hall 2104, St. Charles Community College, 4601 Mid Rivers Mall Drive, Cottleville, Missouri. Filing will open on Tuesday, December 9, 2025 between the hours of 8:00 a.m. and 5:00 p.m. Filing will also be open Monday through Friday from 8:00 a.m. to 4:30 p.m. from December 10 through December 23, 2025; and on December 30, 2025 between 8:00 a.m. and 5:00 p.m. If the campus is closed for weather-related or other emergency, candidate filings will not be accepted.

At the time of filing, candidates will be required to provide proof of identity in the form of a voter notification card, Missouri Driver's License, birth certificate, utility bill, or other form of certified identification. The order in which candidates' names will appear on the ballot will be determined by random drawing for candidates who file a Declaration of Candidacy prior to 5:00 p.m. on the first day of filing.