California School Boards Association

TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Saturday, October 5, 2019
Please deliver to all members of the governing board.

July 31, 2019

MEMORANDUM

TO: All CSBA Member Districts and County Offices of Education
FROM: Dr. Emma Turner, CSBA President
SUBJECT: Call for Nominations for CSBA Directors-at-Large African American, American Indian, and County

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Nominations for CSBA Directors-at-Large African American, American Indian, and County are currently being accepted until Saturday, October 5, 2019. Information, including required forms, related to the nomination and election process are available online, please visit www.csba.org. Directors-at-Large play an important role at CSBA, helping shape policy and set organizational direction.

The nominations for Directors-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education. (Please note: Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)

The elections will take place at CSBA's Delegate Assembly meeting on Wednesday, December 4, 2019 at the Marriott Marquis San Diego Marina. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference, December 7, 2019.
Nomination forms are due by **Saturday, October 5, 2019** (U.S. Postmark or email nominations@csba.org.)
Candidate Form and two letters of recommendation are due by **Friday, October 11, 2019** (U.S. Postmark or email nominations@csba.org.)

- **Nomination form from a member board:** A completed, signed, and dated nomination form. Member boards must secure permission before placing a name into nomination.
- **Candidate Form:** A signed and dated candidate form completed by the nominee.
- **Two letters of recommendation:** A one page, single-sided, letter addressed to CSBA President Dr. Emma Turner. Recommendation letters may be from:
  1) A CSBA member district or county office of education (COE) board - ***if letter is signed by the Superintendent, it must state in the letter "on behalf of the board."***
  2) An individual board member from a CSBA member district or COE board
  3) Another association of school or county office of education board members
- **An optional, one-page résumé** from the nominee.

Please contact CSBA's Executive Office at 800-266-3382 should you have any questions. More information about the Directors-at-Large nomination and election process, as well as required documents, may be found at www.csba.org.

Thank you.

2019 Director-at-Large, African American, American Indian, and County Nomination Form

csba

Nominations for Director-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education who has consented to be nominated. It is the responsibility of the nominating board to obtain permission prior to making the nomination. *(Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)*

The deadline for the nomination form is Saturday, October 5, 2019.

Please submit a separate nomination form for each position nominated.

The governing board of the _____ School District or County Office Board of Education voted to nominate _____ as a candidate for
(Nominee name)
the following Director-at-Large position:

- ❑ Director-at-Large, African American
- ❑ Director-at-Large, American Indian
- ❑ Director-at-Large, County

The nominee is a member of the _____ School District or County Office Board of Education, which is a member of CSBA. The nominee has been contacted and given permission to be nominated.

_____ _____

Signature of the Board Clerk or Board Secretary *Date*

Please submit this nomination form by choosing only ONE of the following options:

E-mail: nominations@csba.org – due by 11:59 p.m., no later than Sat. 10/5/19
FAX: Attn: Executive Office – CSBA Pres. – 916.371.3407 no later than Sat. 10/5/19
U.S. Mail Postmarked by US Postal Service no later than Sat. 10/5/19
Dr. Emma Turner, CSBA President
California School Boards Association
3251 Beacon Blvd. | West Sacramento, CA 95691

Frequently Asked Questions re Election to CSBA's Board of Directors for 2019-2021 Term as a Director-at-Large

How many Directors-at-Large are there? *There are 5 Directors-at-Large – African American, American Indian, Asian/Pacific Islander, Hispanic, and County. In addition, there are 4 officers, 21 Regional Directors, the President of the California County Boards of Education (CCBE) who serves a one-year term, and any Director or officer of the National School Boards Association.*

Which Director-at-Large positions are up for election? *In even-numbered years, the Directors-at-Large, Asian/Pacific Islander and Hispanic are elected. In odd-numbered years, Directors-at-Large, African American, American, and County.*

Who can run for Directors-at-Large? *Any board member from a CSBA-member district or county office of education board.*

Who can nominate the Directors-at-Large? *Any district or county office of education whose board is a member of CSBA. However, only county offices of education may nominate a Director-at-Large, County.*

Nomination forms are due by ***Saturday, October 5, 2019*** *via U.S. Postal Service postmark or emailed to* nominations@csba.org
Candidate Form and two letters of recommendation *are due by* ***Friday, October 11, 2019*** *via U.S. Postal Service postmark or emailed to* nominations@csba.org *. A completed nomination packet includes:*

- ***Nomination form from a member board****: A completed, signed, and dated nomination form. Member boards must secure permission before placing a name into nomination.*
- ***Candidate Form:*** *A signed, and dated candidate form completed by the nominee. An optional, one-page résumé from the nominee may be submitted.*
  1) ***Two letters of recommendation:*** *A one page, single-sided, letter addressed to CSBA President Dr. Emma Turner. Recommendation letters must be from 1) A CSBA member district or county office of education (COE) board -* ***if letter is signed by the Superintendent, it must state in the letter "on behalf of the board."***
  2) *An individual board member from a CSBA member district or COE board; and*
  3) *3) Another association of school or county office of education board members*

When and where are the elections? *Wed., Dec. 4 at CSBA's Delegate Assembly mtg at the Marriott Marquis San Diego.*

How long does a Director-at-Large serve on the Board? *Directors serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference and Trade Show. Directors may run for re-election if they choose to.*

When and Where are the required meetings for CSBA Directors? *Each year, there are 5 Board meetings and 2 Delegate Assembly meetings. Board meetings are held over a weekend, except for the meetings in May and late November or early December when meetings are a single day. The meetings in late January/early February, late March/early April, and late September/early October, take place at the CSBA office in West Sacramento. The May meeting takes place at the Sacramento Hyatt the day before the Delegate Assembly meeting. In 2020, the December meeting will take place in Anaheim, the day before the Delegate Assembly meeting.*

What do Directors do? *Members of the Board of Directors establish the vision, mission and goals for the Association, ensure that Association activities and programs remain focused on those goals and the issues identified in the Policy Platform. The Board of Directors adopt final positions and policies and legislation that are consistent with the Policy Platform. They provide advocacy on behalf of children, public education, local boards and the Association; serve on committees, receive reports and updates on major programs. They also provide two-way communication with Delegate Assembly members and local board members, and support and participate in the Association's activities and events.*

In addition, the Board has corporate duties to adopt the Association's budget; adopt and amend the Association's Standing Rules; receive reports on corporate operations; approve the hiring and terms of employment of the CEO & Executive Director, upon recommendation of the Executive Committee; comment annually on the performance, and act on the contract of the CEO & Executive Director, upon recommendation of the Executive Committee; and abide by the Code of Ethics, Conflict of Interest Policy, and Whistleblower Policy, as adopted by the Board of Directors.

2019 Director-at-Large, African American, American Indian, & County Candidate Form

Deadline: Friday, October 11, 2019 *Please submit this Candidate form by choosing **one** of the following options: E-mail, nominations@csba.org, or Fax to ATTN: Dr. Emma Turner, President at (916) 371-3407, or U.S. Postal mail, Dr. Emma Turner, President California School Boards Association | 3251 Beacon Blvd. | West Sacramento, CA 95691. Please complete in the spaces provided, do not state "See résumé" on the form. An optional, single-sided, one-page résumé may also be submitted.*

I AM RUNNING FOR: _____

Name: _____ Region: _____

District or COE: _____ Years on board: _____ ADA: _____

Contact Number: _____ Preferred E-mail: _____

Profession: _____

1. **CSBA's Board of Directors is the governing body for the Association. What do you see as CSBA's greatest strength as an organization and what can the Board of Directors do to make it even stronger?**

2. **Given the governing roles and responsibilities for the Board of Directors to set direction and provide leadership, please describe the skills and experiences you would bring to the Board.**

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3. **What is one characteristic that you believe every leader should possess?**

4. **What do you see as the biggest challenge facing governing board members and how can CSBA help?**

5. **Please provide any additional information about yourself for the Delegate Assembly to consider regarding your candidacy.**

Your signature indicates your consent to have your name placed on the ballot and to serve, if elected.

Signature _____ Date _____