



## Frequently Asked Questions regarding Delegate Assembly Nominations and Elections for 2025

**Who is eligible to serve on Delegate Assembly?** To be eligible to serve on CSBA's Delegate Assembly, a board member must:

- Be a trustee of a district or county office of education that is a current member of CSBA
- Be a trustee of a district or county office of education within the geographic region or subregion which the Delegate will represent.

**What is the term of office to serve on Delegate Assembly?** The term of office for each Delegate is two years, April 1, 2025 through March 31, 2027.

**How is a board member nominated to serve on the Delegate Assembly?** A board member must be formally nominated by a board in the region or subregion and may be nominated by their own district or county office. The nomination is an action that is taken in a public board meeting and requires a majority vote. A board may nominate as many individuals as it wishes, however, it is the responsibility of the nominating board to obtain permission from the nominee prior to submitting their name.

**What does a nomination consist of?** A nomination consists of a completed nomination form and a one-page candidate biographical sketch form. In addition, an optional, one-page, single-sided, résumé may be submitted, (Please Note: a résumé cannot be substituted for the candidate biographical sketch form). The biographical sketch form will be copied exactly as submitted and included with the ballots.

**When are the nomination and biographical sketch forms due?** The nomination and candidate biographical sketch forms must be delivered to CSBA either electronically online, by fax (916) 371-3407, email [nominations@csba.org](mailto:nominations@csba.org), or mail, postmarked by the U.S.P.S., on or before **Tuesday, January 7, 2025. *It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office prior to the January 7 due date.***

**How are nominees elected to serve on Delegate Assembly?** Ballots are mailed by Saturday, February 1 to each district or county board within the region or subregion. Ballots must be returned to CSBA via U.S.P.S. postmarked by Monday, March 17 to be accepted. Ballots may not be faxed or emailed.

Voting for Delegates is an action of the entire board rather than individual board members; therefore, it is done at a public meeting and requires a majority vote. Each board may vote for as many persons as there are positions to be filled within the region or subregion. All districts and

candidates are notified of the results no later than April 1. If there is a tie vote, a run-off election will be held.

**What are the required Delegate Assembly meeting dates?** There are two required Delegate Assembly meetings each year. In 2025, the first meeting will be May 17-18 in Sacramento and the second one will be December 1-2 in Sacramento preceding CSBA's Annual Education Conference and Trade show.

**Does CSBA cover expenses for Delegates to attend the Delegate Assembly meetings?** No, CSBA is not able to cover expenses.

For additional information, please contact the Executive Office at [nominations@csba.org](mailto:nominations@csba.org).