



California School Boards Association

**TIME SENSITIVE, REQUIRES BOARD ACTION**

**DEADLINE Friday, September 30, 2022**

**Please deliver to all members of the governing board.**

August 1, 2022

## MEMORANDUM

TO: All CSBA Member Districts and County Offices of Education  
FROM: Dr. Susan Heredia, CSBA President  
SUBJECT: Call for Nominations for CSBA Directors-at-Large Asian/Pacific Islander and Hispanic

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Nominations for CSBA Directors-at-Large Asian/Pacific Islander and Hispanic are currently being accepted through Friday, September 30, 2022. Information, including required forms, related to the nomination and election process are available online, please visit [www.csba.org](http://www.csba.org). Directors-at-Large play an important role at CSBA, helping shape policy and set organizational direction. All newly elected Directors-at-Large should plan to attend a required orientation at CSBA Offices in West Sacramento on **Monday, December 12**.

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 board.

The elections will take place at CSBA's Delegate Assembly meeting on Wednesday, November 30 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 3, 2022.

A valid nomination includes the following and are required to be submitted **no later than Friday, September 30, 2022 via U.S. Postal Service postmark or emailed to [nominations@csba.org](mailto:nominations@csba.org) by 11:59 p.m.**

- **Nomination form from a member board:** A completed, signed, and dated nomination form. Member boards must secure permission before placing a name into nomination.

Nominees are required to submit the following candidate materials **by 11:59 p.m. on Friday, October 14, 2022:**

- **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. Susan Heredia. 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 it is being submitted "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](http://www.csba.org).

Thank you.

2022



## Director-at-Large, Asian/Pacific Islander and Hispanic Nomination Form

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.

**The deadline for the nomination form is Friday, September 30, 2022.**

**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 the following Director-at-Large position:  
*(Nominee name)*

- Director-at-Large, Asian/Pacific Islander
- Director-at-Large, Hispanic

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](mailto:nominations@csba.org) – due by 11:59 p.m. Fri. 9/30/22

FAX: Attn: Executive Office – CSBA Pres. – 916.371.3407 no later than Fri. 9/30/22

U.S. Mail Postmarked by US Postal Service no later than Fri. 9/30/22

Dr. Susan Heredia, CSBA President

California School Boards Association

3251 Beacon Blvd. | West Sacramento, CA 95691

# 2022 Director-at-Large, Asian/Pacific Islander and Hispanic Candidate Form



**Deadline:** Please submit this Candidate Form via e-mail to [nominations@csba.org](mailto:nominations@csba.org) by **Friday, October 14, 2022**. Forms may also be submitted via mail, to CSBA's Executive Office, at 3251 Beacon Blvd., West Sacramento, CA 95691. Submission of this completed form is required for all Director-at-Large candidates. Do not submit your answers on a separate page.

**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.**

**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.

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Signature

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Date



## Frequently Asked Questions re Election to CSBA's Board of Directors for 2022-2024 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, and the President of the California County Boards of Education (CCBE) who serves a one-year term.*

**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, but please note that Standing Rule 108 prohibits simultaneous service on state-wide boards that represent the education community such as those that represent labor, parents, special interests, or other areas of the school governance community.*

**Who can nominate the Directors-at-Large?** *Any district or county office of education whose board is a member of CSBA.*

**When are nominations due?** *Nomination forms are due from member boards on or before **Friday, September 30, 2022 by 11:59 p.m.** via U.S. Postal Service postmark or emailed to [nominations@csba.org](mailto:nominations@csba.org). A valid nomination includes the following:*

- **Nomination form:** *A completed, signed, and dated nomination form. Member boards must secure permission before placing a name into nomination.*

**When are candidate materials due?** *Candidate materials are due from Director-at-Large nominees on **Friday, October 14, 2022 by 11:59 p.m.** via U.S. Postal Service postmark or emailed to [nominations@csba.org](mailto:nominations@csba.org). A completed nomination packet includes:*

- **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 Susan Heredia. 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 it is being submitted "on behalf of the board."**
  - 2) An individual board member from a CSBA member district or COE board; and*
- **An optional, one-page résumé** *from the nominee may be submitted.*

**When and where are the elections?** *Wed., Nov. 30 at CSBA's Delegate Assembly meeting at the Marriott Marquis San Diego.*

**How long does a Director-at-Large serve on the Board?** *Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference and Trade Show. Directors-at-Large*

may run for re-election if they choose to.

**When and Where are the required meetings for CSBA Directors?** *There are five Board meetings each year held over a weekend, except for the meetings in May and late November/early December when the meetings are held on a single day. The meeting in late January/early February takes place at a determined offsite location while the meetings in late March/early April and late September/early October typically take place at the CSBA office in West Sacramento. The May meeting takes place in Sacramento the day before the Delegate Assembly meeting. In 2023, the December meeting will take place in San Francisco, the day before the Delegate Assembly meeting, followed by the Annual Education Conference. There are two Delegate Assembly meetings scheduled, as noted in May and late November/early December in host city of the Association's Annual Education Conference.*

**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. 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.*

8/2022 - For questions or additional information, please contact CSBA's Executive Office at (800) 266-3382.  
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