

California School Boards Association

Standing Rules



September 2007

**STANDING RULES
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September 2007

**CALIFORNIA SCHOOL BOARDS ASSOCIATION
STANDING RULES
(Last amended September 2007)**

0-50 ORGANIZATION

0-20 Definitions

The following definitions will prevail for purposes of interpretation in enactments and consideration of the Delegate Assembly and in the motions of the Board of Directors and of all CSBA committees or task forces.

A. CSBA or the Association

The initials “CSBA” or the word “Association” shall, unless the latter be otherwise identified, mean the California School Boards Association.

B. Bylaws

CSBA shall be governed by its Bylaws which may be changed only as provided therein. No resolution, policy or directive or Standing Rule of the Association may be in conflict with the Bylaws, but if found to be in conflict, the Bylaws shall govern. (A. 9/05)

C. Membership

A member district shall be one of the following:

1. A public school governing board for a single district having jurisdiction over any or all of grades kindergarten through 12 or any combination thereof;
2. A single public school governing board serving both a county and any combination of grades kindergarten through 12; or
3. A California county board of education.

Districts with a common board and a common administration shall be considered a single member district. (A. 9/05)

Districts with two separate boards and a common administration shall be considered two member districts. (A. 9/05)

Dues are payable on or before July 1 of the membership year. Dues are delinquent November 15 or the week before the annual conference, whichever is earlier.

D. Delegate Assembly

The term “Delegate Assembly” refers to formally convened sessions of that body composed of Delegates according to the Bylaws.

E. Board of Directors or Board

The term “Board of Directors” or “Board” refers to the body of duly elected board members when meeting as a Board of Directors of the California School Boards Association.

F. Policy Platform

The Policy Platform lists the Association’s policy positions in critical issue areas and provides a broad framework that guides the Association’s policy and political leadership activities.

The Policy Platform is adopted in even-numbered years through the following process:

1. Between January and March, input from Directors, Delegates and local board members is sought directly by mail and through regional caucuses, Association committees, task forces and focus groups.
2. In March-April, a Policy Platform committee, comprised of a majority of Delegates shall meet to analyze the proposed amendments.
3. At its May meeting, the Delegate Assembly meets in “breakout groups” to review proposed amendments and recommend the addition, consolidation, revision and/or elimination of items. (A. 9/05)
4. In August/September, the second draft of the Policy Platform is sent to the Directors and Delegates for their review. Delegates are encouraged to submit comments to their Director.
5. At their meetings in September or October, the Executive Committee and Board of Directors provide input on the revised draft. The Board of Directors debates second draft, amends as necessary, adopts and recommends approval to the Delegate Assembly. (A. 9/05)
6. In October-November, the final draft of the platform is sent to the Delegate Assembly and Board of Directors for their review in preparation for the Delegate Assembly meeting.
7. Three weeks prior to the Delegate Assembly, final proposed amendments must be submitted to CSBA staff in order to guarantee consideration by the Delegate Assembly. A final set of proposed amendments is then sent to Delegates along with an analysis. (A. 9/05)

8. At the Delegate Assembly meeting held in conjunction with the annual conference, the Delegates debate and adopt the final platform. (A. 9/98)

Between Policy Platform adoption years, the Delegate Assembly and/or Board of Directors may adopt position statements that supplement the platform.

20 Vision, Mission and Goals

Vision

The California School Boards Association envisions a state where the public schools are widely recognized as the foundation of a free and democratic society, where local citizen governing boards are fully vested with the means to advance the best interests of students and the public, and where the futures of all children are driven by their aspirations, not bounded by their circumstances. (A. 6/02)

Mission

CSBA promotes success for all students by defining and driving the public education agenda and strengthening school board governance at the district and county levels. (A. 6/02)

Strategic Goals

To achieve this mission, CSBA will be the leader in providing:

1. Policy and Political Leadership on Behalf of Children and Students

CSBA conducts non-partisan research and policy analysis, and advocates aggressively for state and federal policies that are coherent and focused on providing educational opportunities for all students.

2. Comprehensive Support for Governance Teams.

Boards of education are entrusted by their diverse communities to ensure that a high quality education is provided to each student. CSBA provides training, support, resources and inspiration to governing boards and superintendents to maximize their effectiveness in carrying out their critical leadership functions.

3. Direct Services to Districts and County Offices of Education.

CSBA provides high quality fiscal, policy, executive search and other services to school districts and county offices of education to assist them in meeting the needs of their students.

4. Education to our Communities about Public Schools and School Board Leadership.

CSBA develops and implements communications strategies that increase the public's understanding about the value of public education and the importance of local school governance. (A. 6/02)

50-99 DELEGATE ASSEMBLY

50 Authority

The Delegates shall function under the authority granted to them by the Association Bylaws Standing Rules. The body shall conduct its meetings under the provisions of the most recent edition of *Roberts Rules of Order* when the latter is not in conflict with the Bylaws or these Standing Rules.

51 Purpose

The purpose and responsibilities of the Delegate Assembly are defined in Article III, Section 1 of the Bylaws.

52 Regional Structure

The current structure of the geographic regions of the Delegate Assembly is as follows:

(a) Geographic Regions

- (1) The geographic regions shall each be entitled to two Delegates. In addition, the geographic regions shall each be entitled to one county board member according to the ADA ratio established at that time.

If there is only one county board within a geographic region, that board may appoint one of its members to the county Delegate position. The county Delegate position from the Los Angeles County Board of Education shall be allocated to Region 21. However, the county Delegate may participate in any one of the Los Angeles County region he/she choose. The Delegate shall be appointed in an even year. (A. 9/05)

- (2) Districts with 30,000 to 39,999 ADA shall be provided one Delegate seat; districts with 40,000 to 99,999 ADA shall be provided with two Delegate seats; districts with 100,000 to 299,999 ADA shall be provided three Delegate seats; districts with 300,000 ADA and above shall be provided with seven Delegate seats. (A. 9/02)

The governing board of a district having an ADA 30,000 or above shall appoint the Delegate(s) from that district and may participate in the nomination and the selection of the other Delegates from that region or subregion. (A. 9/05)

- (3) A governing board of a district that has territory in an adjoining district and wishes to move to a neighboring region or subregion shall submit a request to the Board of Directors. In rendering its decision, the Board of Directors shall consider how a change in ADA will impact each affected region and the number of Delegates to which each affected region would be entitled. (A. 9/05)

(4) The 21 geographic regions shall be as follows:

REGION 1. Del Norte, Humboldt, Lake, Mendocino Counties

REGION 2. Lassen, Modoc, Plumas Shasta, Siskiyou, Trinity Counties

REGION 3. Marin, Napa, Solano, Sonoma Counties

REGION 4. Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba Counties

REGION 5. San Francisco, San Mateo Counties

REGION 6. Alpine, Amador, El Dorado, Mono, Sacramento, Yolo Counties

REGION 7. Alameda, Contra Costa Counties

REGION 8. Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, Tuolumne Counties

REGION 9. Monterey, San Benito, San Luis Obispo, Santa Cruz Counties

REGION 10. Fresno, Kings, Madera Counties

REGION 11. Santa Barbara, Ventura Counties and Las Virgenes USD

REGION 12. Kern, Tulare Counties

REGION 15. Orange County and Lowell Jt. SD

REGION 16. Inyo, San Bernardino Counties

REGION 17. San Diego County

REGION 18. Imperial, Riverside Counties

REGION 20. Santa Clara County

REGION 21. Los Angeles Unified School District

REGION 22. North Los Angeles County

Acton-Agua Dulce USD, Antelope Valley Un. HSD, Castaic Union SD, Eastside Union SD, Gorman ESD, Hughes-Elizabeth Lakes Un. ESD, Keppel Union SD, Lancaster ESD, Newhall ESD, Palmdale ESD, Saugus Union ESD, Sulphur Springs Un. ESD, Westside Union ESD, Wm. S. Hart Un. HSD, Wilsona SD (9/05)

REGION 23. San Gabriel Valley-East (Los Angeles County)

Alhambra City ESD, Alhambra City HSD, Arcadia USD, Azusa USD, Baldwin Park USD, Bassett USD, Bonita USD, Burbank USD, Charter Oak USD, Claremont USD, Covina-Valley USD, Duarte SD, El Monte ESD, El Monte HSD, Garvey ESD, Glendale USD, Glendora USD, Hacienda-La Puente USD, La Canada USD, Mountain View ESD, Monrovia USD, Montebello USD, Pasadena USD, Pomona USD, Rosemead ESD, Rowland USD, San Gabriel USD, San Marino USD, South Pasadena USD, Temple City USD, Valle Lindo ESD, Walnut Valley USD, West Covina USD

REGION 24. Southwest Crescent (Los Angeles County)

ABC USD, Bellflower USD, Beverly Hills USD, Centinela Valley Un. HSD, Compton USD, Culver City USD, Downey USD, East Whittier City SD, El Rancho USD, El Segundo USD, Hawthorne ESD, Hermosa Beach City ESD, Inglewood USD, Lawndale ESD, Lennox ESD, Little Lake City ESD, Long Beach USD, Los Nietos ESD, Lynwood USD, Manhattan Beach USD, Norwalk/La Mirada USD, Palos Verdes Peninsula USD, Paramount USD, Redondo Beach USD, Santa Monica-Malibu USD, South Whittier ESD, Torrance USD, Whittier City ESD, Whittier Un. HSD, Wiseburn ESD

NOTE: Regions 13/14 and 19 are no longer used.

(b) Geographic Subregions

Geographic regions encompassing more than one county shall be divided into subregions, each of which shall be entitled to one or more of the Delegates to which the particular region is allocated. Geographic regions encompassing only one county may be divided into subregions, each of which shall be entitled to one or more of the Delegates to which the particular region is allocated.

The construction or reconstruction of subregions shall be consistent with the preceding paragraph and shall be determined by the member districts of the region. The Director of the region shall be responsible for coordinating the decision and for reporting it to the Delegate Assembly no later than the close of the Delegate Assembly meeting held immediately preceding the Annual Education Conference in December. (A. 9/05)

(c) Reapportionment of Geographic Regions

The Delegate Assembly shall reapportion its membership every third year commencing in the 1973 Association year. The reapportionment of Delegates shall be based on figures obtained from the California Department of Education. Upon a change in the number of Delegates to which a geographic region is entitled, the Director of the region shall have the responsibility to apportion the revised number of Delegates among the subregions as follows:

- (1) When a decrease or increase occurs, the Director shall look at each subregion's total ADA, ensure that each subregion has at least one Delegate, and give consideration to the subregion in which the greatest percentage of increase or decrease has occurred to determine if that subregion should be affected by a change in its number of Delegates. (Rev 7/82)
- (2) An increase or decrease should take place in the next Delegate Assembly election cycle. The term of office for a new Delegate as a result of reapportionment shall be one year if the balance of odd/even representation is affected. Subsequent terms shall be for two years. (A. 12/88)

53 Agendas

Agendas for the Delegate Assembly shall be prepared by the President of the Association and the Executive Director in consultation with the Executive Committee. Agendas items shall include adoption of the two-year Policy Platform, reports from the President and Executive Director, provisions for election of Directors and officers and the time and location for interaction between candidates and Delegates prior to the election. Agenda items shall be submitted to the President for consideration at least 45 days in advance of the scheduled meeting. The agenda shall be sent to Delegates in a timely manner.

54 Change in Member Status

A Delegate who ceases to be a member of a member board no longer qualifies for membership in Delegate Assembly. However, Article III, Section 5(c) of the Bylaws applies to attendance at the next Delegate Assembly meeting.

55 Nomination Procedures for Delegates

Nomination forms shall be mailed by the last Friday in October to each member board. Nominations must be returned to the Association office (postmarked by the U.S. Postal Service or faxed) on or before January 7. (A. 9/07)

A one-page, single-sided biographical sketch is required and is due on or before January 7. An optional one-page, single-sided, resume is also due on or before January 7. (A. 9/07)

If, by the close of nominations, there are insufficient nominations for the open seats in any region or subregion, the Director of that region, or President if there is no Director, shall nominate individuals to run for election. The nominee must be a member of a member board within the region or subregion, and shall be a nominee for only one Delegate position within the region or subregion. (A. 9/05)

56 Balloting Procedures for Delegates

Ballots shall be mailed by February 1 to each member board within the region or subregion where there is an election. The ballots shall contain a provision for write-in candidates. Ballots must be returned to the Association office, or be postmarked by the U.S. Postal Service on or before March 15. (A. 9/05)

- The ballots shall be counted and certified by an Election Committee of three tellers who are members of member boards and appointed by the President.
- Ballots shall be counted no later than March 31. (A. 9/05)
- Seats up for election on the Delegate Assembly will be filled by those candidates with the most votes. If seats exist for terms of varying length, those candidates with the most votes shall be deemed elected to the seats with the longest terms.
- If there is a tie vote for the last position to be filled, or in the case where there is only one position to be filled, the candidates and the regional Director shall be notified by the President of CSBA.
- Run-off ballots shall be mailed to each member board of the affected region or subregion immediately following ballot counting.
- Run-off ballots must be returned to the Association office or be postmarked by the U.S. Postal Service on or before April 30. the ballots shall be counted and certified by the tellers no later than May 10. (A. 9/07)
- The candidate with the highest number of votes shall be considered elected. If a second tie occurs, the regional Director shall cast the tie-breaking vote. If, for any reason, there is no regional Director, the President shall cast the tie-breaking vote. (A. 9/05)
- Names of newly elected Delegates may be released to the public following certification of election results by the tellers to the President. Upon request, the actual vote counts may be released to member boards.
- Election results shall be published and disseminated to the membership by May 11 or immediately following the counting of run-off ballots. (A. 9/07)
- Any member board may file a challenge to the election. The challenge shall be in writing, shall set forth the grounds of the challenge. It must be received by the Executive Committee on or before July 30 of the year of the election.
- The Executive Committee shall present the challenge to the Board of Directors at the first meeting following the date of the challenge and the decision of the Board of Directors on the challenge will be final.
- Ballots shall be retained until the beginning of the next election year at which time they shall be destroyed under the direction of the Executive Director. If a written challenge to the election is filed, the ballots shall be retained until the result of the challenge is determined and then destroyed.

57 Filling Vacancies

Directors shall notify the Delegates in their region when a vacancy occurs. Directors shall fill the vacancies according to procedures established in Article III of the Bylaws. Directors shall make every effort to provide maximum representation for their regions at the Delegate Assembly meeting. The appointment(s) shall be ratified by the Delegates within the region or subregion. (A. 9/05)

If a county board seat becomes vacant, the Director shall contact county boards in the region to submit a name for consideration for appointment. If there is only one county in the region, that board shall make the appointment to fill the vacancy. (A. 9/05)

100 - 149 BOARD OF DIRECTORS/OFFICERS

101 Authority

The Board of Directors shall function under the laws of the State of California, and the authority granted by the Bylaws and these Standing Rules. Meetings shall be conducted under the provisions of the most recent edition of *Roberts Rules of Order*, when the latter is not in conflict with the Bylaws or these Standing Rules.

102 Purpose

The purpose and responsibilities of the Board of Directors are defined in Article IV of the Bylaws.

103 Agendas

The agenda of the Board of Directors shall be prepared by the President of the Association and the Executive Director in consultation with the Executive Committee. The agenda shall be provided to members of the Board of Directors at least seven calendar days prior to the date of the meeting. (A. 9/05)

104 Regional Involvement in Nomination of Directors

- A region may hold an informal meeting at some time prior to the Delegate Assembly meeting. The agenda may include discussion of the regional Director position. However, at the close of formal nominations at the Delegate Assembly meeting, if there is more than one nominee for Director, a regional meeting shall be held to select one nominee to be recommended to the full Delegate Assembly. A time will be designated during the Delegate Assembly for regions to meet.
- At the regional meeting the same amount of time will be allowed for each contested candidate for Director to speak and answer questions. A secret written ballot shall be held. Ballots shall be counted in accordance with Standing Rule 229. Selection shall be by majority vote.
- Following the regional meeting, the Director shall submit the region's recommendation in writing to the President or designee. A nominee considered at the regional meeting

shall continue as a candidate without the recommendation of the region unless the candidate withdraws. The recommendation from the regional meeting shall be announced by the President prior to the election of regional Directors by the Delegate Assembly. The Delegates will vote with full knowledge of the recommendations of each region.

105 Change in Director Status in Delegate Assembly

A Director who ceases to be a member of a member board no longer qualifies for membership on the Board of Directors and the Delegate Assembly. (A. 9/05)

However, Article IV, Section 5 (b) of the Bylaws applies to attendance at the next Board of Directors and Delegate Assembly meetings. (A. 9/91)

106 Filling Board of Director Vacancies

The President shall notify the Delegates of the region when a vacancy occurs. Delegates may submit a name for consideration for appointment for the remainder of the unexpired term.

Vacancies on the Board of Directors shall be filled as set forth in Article IV, section 9, of the Bylaws.

107 Filling Officer Vacancies

The process for filling officer vacancies is described in Article V, Section 8 of the Bylaws.

150-199 EXECUTIVE COMMITTEE

151 Authority

The Executive Committee shall function under the laws of the State of California, and the authority granted to it by the Bylaws of the Association and these Standing Rules as adopted by the Board of Directors.

152 Purpose

The purpose and responsibilities of the Executive Committee are defined in Article III, Section 1 of the Bylaws.

153 Evaluation of the Executive Director

The Executive Committee shall conduct an annual evaluation of the Executive Director.

- A. The evaluation of the Executive Director shall commence by September 1 and be completed by the September or October Board of Directors meeting. (A. 9/05)
- B. The Board may provide input to the Executive Committee prior to September 1. (A. 6/02)

- C. The Executive Committee will report the results of the evaluation to the Board of Directors at the September or October Board meeting. (A. 9/05)
- D. The Executive Committee shall develop recommendations for approval by the Board of Directors regarding the terms of the contract and compensation.
- E. The Board of Directors will have an opportunity to comment on the performance of the Executive Director.
- F. The Executive Committee will report comments from the Board of Directors to the Executive Director along with the results of the evaluation. (A 9/05)
- G. The Board of Directors shall vote on the Executive Committee's recommendations on proposed terms of the contract and compensation.

200-249 COMMITTEES, TASK FORCES, FOCUS GROUPS, CONFERENCE GROUPS, AND ELECTIONS

201 Committees, Task Forces, Focus Groups, or Conference Groups

Standing committees and special committees, task forces, focus groups, or conference groups may be created by the Board of Directors to fulfill specific responsibilities as assigned. Standing committees are appointed each year to address ongoing Association needs. Other committees and task forces are created to address specific, short-term concerns or to produce specific outcomes and are terminated when assigned responsibilities are completed. Focus groups may be established for the purpose of giving input on specific issues or reacting to proposals. Conference groups may be created to engage the Association's diverse membership or address long term concerns. Typically, committees and task forces provide input on Association activities, identify and research emerging issues, submit reports and/or recommend action or policy direction for the Association. (A. 6/05)

202 Appointment of Committees, Task Forces or Focus Groups

The President shall appoint all CSBA committees, task forces, focus groups, and Governmental Relations Chairs (GRCs), except the Nominating Committee and the conference groups, subject to approval of the Executive Committee and ratification by the Board of Directors. Every effort will be made to balance the composition of committees, task forces and focus groups. Considerations used will include, but will not be limited to, diversity, gender, geographical area, size, type of district and other demographic information. Subject area knowledge and experience will also be considered. Every effort will be made to ensure a reasonable representation of Delegates and Directors, as appropriate. The President shall be an ex officio voting member of all committees, task forces or focus groups except the Nominating Committee. (A. 6/05)

203 Standing Committees

The Standing Committees include: annual conference, federal issues council, Policy Platform and legislative. (A. 9/98)

204 Board Subcommittees

Standing subcommittees of the Board include: Audit, Budget and Bylaws. (A. 9/98)

205 BLANK

206 Conference Groups

The Board of Directors may create conference groups to address issues related, but not limited to American Indian, Asian Pacific Islander, Black, and Hispanic students, and county boards. Participation in the conference groups will be open to all board members, superintendents, district and county office staff, and constituent school board member organizations, including but not limited to the Asian Pacific Islander School Board Members Association, the California Latino School Boards Association, the Coalition of California Black School Board Members, and the California County Boards of Education. Other related and interested groups and individuals may participate in the conference group. The Directors-at-Large shall be the Chairs of the conference groups as established in the Conference Group Protocols. (A. 6/05)

211 Committee, Task Force, Focus Group, or Conference Group Operations

A. Authority

The Executive Committee shall adopt an appropriate operational protocol to guide the activities of each committee, task force, focus group, or conference group. The protocol shall include at least the following elements: (A. 6/05)

1. Membership, including the number of members and a description of the appointment process
2. Term of appointment
3. Anticipated time commitment required of members
4. Roles and responsibilities of members, including specific charges, policy parameters and attendance requirements
5. Roles and responsibilities of the chair
6. Roles and responsibilities of staff
7. Travel and reimbursement policies

A copy of the protocol shall be provided to each member of the committee, task force, focus group, or conference group. (A. 6/05)

B. Members

The chair and members shall be appointed by the President, approved by the Executive Committee, and ratified by the Board of Directors. Every effort shall be made to appoint members who are representative of the diverse statewide membership of the Association.

All committees, task forces, focus groups, or conference groups shall include board members; they may also include superintendents, other district staff, or outside experts as appropriate. Board members and staff appointed to a committee, task force or focus group or who participate in a conference group must represent a district or county office of education which is a member of the Association. (A. 6/05)

C. Terms of Appointment

Terms of appointment shall be as established by the Board of Directors at the time of the creation of the committee, task force or focus group but shall be no more than one year. Members may be reappointed if recommended by the President and ratified by the Board of Directors.

D. Powers and Duties of Committees and Task Forces

In carrying out its purposes, the committee, task force, focus group, or conference group may be authorized by its operational protocol to take the following actions as appropriate: (A. 6/05)

1. Recommend policy positions to the Board of Directors and/or Delegate Assembly.
2. Research issues; review written materials and meet with experts to gather additional information.
3. Request necessary consultant services subject to the approval of the Executive Director.
4. Make referrals to other committees, task forces, focus groups, or conference groups, Board of Directors, Delegate Assembly and staff as necessary to expedite the development of positions. (A. 6/05)
5. Establish subcommittees as needed to complete specific assignments and/or make recommendations to the full committee, task force, focus group, or conference group. (A. 6/05)
6. Submit reports to the Board of Directors and/or Delegate Assembly.
7. Recommend to the Executive Committee and Board of Directors additional activities the Association could undertake to support the work of the committee, task force, focus group, or conference group. (A. 6/05)
8. Perform other duties as specified in the committee, task force or focus group protocol.

E. Responsibilities of the Chair

Responsibilities of the chair shall include:

1. Prepare meeting agendas in consultation with the staff assigned to the committee, task force, focus group, or conference group. (A. 6/05)
2. Preside over the meetings.
3. Regularly report to the Executive Committee on the work of the committee, task force, focus group, or conference group; provide reports to the Board of Directors and Delegate Assembly upon request. (A. 6/05)
4. Notify the President if a member is absent from two consecutive meetings or is unable to continue his/her duties.
5. At the conclusion of the committee's work, the chair will conduct an evaluation solicited from the members of the committee. The results will be submitted to the President within 30 days of the completion of the committee's work. (A. 9/05)

F. Responsibilities of the Staff Consultant

The Executive Director shall assign a staff consultant to the committee, task force, focus group, or conference group. The duties of the staff consultant shall be to: (A. 6/05)

1. Work with the chair in developing meeting agendas.
2. Provide for the necessary facilities and assistance for the meeting.
3. Send out notices of meetings.
4. Assist the chair in developing recommended approaches to the subjects being considered by the committee, task force, focus group, or conference group. (A. 6/05)
5. Prepare information, including background reports, for use by the committee, task force, focus group, or conference group. (A. 6/05)
6. Serve as a consultant and advisor during discussion.
7. Oversee the preparation and distribution of meeting summaries and other written materials.
8. Follow through on instructions and actions requested, coordinating such actions through the Executive Director.

G. Meeting Schedules

Except under unusual circumstances, meetings should be scheduled in such a way that overnight accommodations will not be needed. Meetings and sites should be set so as to have the least effect on budgets.

H. Attendance

Members are expected to make every effort to attend all meetings. If a member is unable to attend a meeting or fulfill his/her duties, he/she shall notify the chair. The chair shall notify the President if a member is absent from two consecutive meetings or is unable to continue his/her duties. If a member resigns or fails to meet attendance requirements, the President and the chair shall consult to determine whether a replacement is warranted.

I. Agendas

Committee, task force, focus group, or conference group agendas shall be prepared by the committee chairman in consultation with staff consultant assigned to the committee, task force, focus group, or conference group. Agenda priorities shall be determined by the chairman with the advice of the consultant. (A. 6/05)

J. Parliamentary Authority

The most recent edition of *Roberts Rules of Order* shall be the parliamentary authority when not in conflict with the Bylaws and Standing Rules. (A. 10/84)

220 Election Committee

A. Membership

The Election Committee for Delegate Assembly elections shall be composed of three tellers who shall be appointed by the President subject to the approval of the Board of Directors as set forth in the Bylaws. (A. 7/90)

B. Duties

The duties of the Election Committee shall be to:

1. Receive sealed ballots cast by member boards for the Delegates to Delegate Assembly, open same, tally and certify the results of said count to the President. (A. 9/91)
2. Assure that the election of Delegates is conducted under the provisions of the Bylaws. (A. 9/05)

221 Nominating Committee

A. Nomination and Election

1. The Delegate Assembly shall receive nominations for the Nominating Committee from the floor of the Delegate Assembly on the first day of the meeting held prior to the annual conference and shall hold the election for the six members of the

Nominating Committee on the second day of the meeting. (A. 7/90)

2. The carryover member shall be selected by the outgoing Nominating Committee from its membership. The member selected may not have served more than one term on the Nominating Committee and shall be a member of a member board. (A. 7/90)
 3. Nominees shall be introduced to the Delegates at the time of the nomination and again prior to recess of the Delegate Assembly on the day before the election takes place. Following the close of the nominations, each nominee will provide a biographical sketch which CSBA will duplicate and distribute to all Delegates. This information contained in the biographical sketch shall be the only candidate information distributed to Delegates. (A. 9/97)
 4. Each nominee shall adhere to the Candidate Code of Ethics as described in Standing Rule 226. (A. 7/90)
- B. The Nominating Committee members shall meet to select a chair immediately following the Delegate Assembly meeting at which they were elected. (A. 7/90)
 - C. The Chair shall call a meeting within 90 days from the date of the election of the committee. Each member shall be notified of meeting time and place in writing at least 10 days in advance of the initial meeting. At that meeting, the committee shall use the Nominating Committee Handbook approved by the Board of Directors, CSBA Bylaws and Standing Rules and the procedures used the preceding years as a guide for development of their process of operations and to determine criteria for evaluating potential nominees for open officer positions.
 - D. Potential nominees for Association officer positions shall be solicited from member boards. Names of candidates for nomination may be submitted by a member governing board or an individual member of a member board. The Nominating Committee shall determine the closing date for receipt of nominations for officer positions. (A. 9/97)
 - E. Nominating Committee deliberations shall be confidential, and attendance at meetings is limited to the elected members and assigned staff. (A. 7/90)
 - F. Members of the Nominating Committee shall not be considered for office. If such consideration is given, the person shall resign from the Nominating Committee. (A. 7/90)
 - G. A report of the nominees shall be presented to the Board of Directors in writing prior to publication to the general membership. An announcement of the nominations shall be sent to the membership at least 45 days prior to the election which shall be held at the November/December Delegate Assembly.

222 Nominating Committee Guide to Operations

A. Members of the Nominating Committee shall:

- Be governed by the provisions of CSBA's Bylaws and Standing Rules.
- Carry out their assigned duties with an awareness of the important responsibility of the committee to seek candidates who provide the best possible leadership for CSBA.
- Maintain confidentiality and impartiality throughout their term of office. The chair, or the chair's designee, shall be the spokesperson for the committee.
- Meet at close of Delegate Assembly to elect a chair and establish a date for the first organizational meeting which shall be held within 90 days.

B. Duties related to the chair are as follows:

- Prepare an agenda for the organizational meeting which will include a report from the carry-over member.
- Develop and disseminate to the committee a binder of resource materials including Bylaws, standing rules and procedures used the previous year.

C. It shall be the responsibility of the Nominating Committee to do the following:

- Develop, review and recommend revisions to a solicitation letter to candidates defining the candidate criteria for all open officer positions.
- Review and recommend revisions to the Declaration of Candidacy Packet used by candidates and prospective candidates to submit their biographical information which may include a photo and statement of qualifications of 250 words or less. The candidate statement shall be used in a mailing provided for candidates by CSBA.
- Review and recommend revisions to the Nominating Committee Form used for nominating candidates
- Review the procedures from previous years for recommended revisions.
- Review recommended revisions with the Executive Committee.
- Determine a process and timeline for a recruitment plan that may include letter and forms, CSBA News article, and committee action via the chair.
- Gather input from past and current officers.
- Paper screen to select candidates.

- Interview candidates.
- Determine whether to present a single or multiple slate of candidates for each office.
- Select candidates.
- Notify candidates that they have been selected.
- Publish candidate slate 45 days prior to election.
- Elect a carry-over member for following year.

223 Candidates for Offices

A. Candidates Selected by the Nominating Committee

- At least three nomination forms from members of member boards or member boards are required for nomination of a candidate. The Nominating Committee shall notify candidates, the Board of Directors, the general membership and make public the nominees for President-elect and vice President at least 45 days prior to election.
- All candidates may submit biographical data, an optional photo and a candidate statement which adheres to prescribed limitations established by the Nominating Committee in order for such material to be included in the *CSBA School News*.

B. Nominees from the Floor

- Qualified individuals intending to have their names placed in nomination from the floor shall provide written notification to the President prior to the beginning of the Delegate Assembly.
- Individuals who have not gone through the formal candidate selection process or were not chosen as candidates by the Nominating Committee may have their names placed in nomination from the floor of the Delegate Assembly.
- Nominees from the floor who are accepted as candidates will be provided an opportunity to give a candidate speech as defined in section C of this Standing Rule, to distribute campaign material at the Delegate Assembly as defined in section D of this Standing Rule, and to participate in the candidate forum as defined in section E of this Standing Rule.

C. Candidate Speeches

- Candidate speeches will be held the first day of the Delegate Assembly at which the election is to be held.
- Each candidate will be allowed five minutes to speak. Only the candidate may speak.

There will be no seconding speeches. (A. 7/90)

D. Candidate Literature

- Mailing of campaign literature to members of the Delegate Assembly and the Board of Directors by candidates, or on behalf of candidates who have gone through the formal candidate selection process, shall be limited to one mailing.
- Upon the request of the candidate, including those who were not chosen as candidates by the Nominating Committee, but have filed an intention to run from the floor pursuant to Standing Rule 223, Section B, the CSBA office will provide, no later than October 15, one set of labels to facilitate that single mailing. (A. 6/03)
- Distribution of campaign literature at Delegate Assembly by candidates, or on behalf of candidates, is restricted to a single one-page flyer, 8 1/2" x 11", two-sided.
- The flyer shall be distributed by the CSBA staff at the Delegate Assembly meeting and must be available in sufficient quantity for that purpose no later than 12:00 Noon on the day before the election.
- The staff will not duplicate such literature.

E. Candidate Forum

- A question and answer forum will be conducted for each contested officer position following the candidate speeches. (A. 7/90)
- At the beginning of the Delegate Assembly meeting, the President will request Delegates to submit written questions for consideration as part of the forum. (A. 7/90)
- A panel of CSBA past Presidents may be appointed by the President to screen, select and present appropriate questions. (A. 7/90)
- Questions will be posed on a rotating basis with responses limited to one minute each.
- All candidates participating in the forum may respond to each question if they wish.
- Questions may be directed to a specific candidate. (A. 7/90)
- Each candidate will be provided two minutes for a closing statement. (A. 7/90)
- Election will be held the second day of the Delegate Assembly meeting. (A. 7/90)
- Each candidate shall abide by the Code of Ethics as described in Standing Rule 226.

224 Candidates for Director or Director-at-Large

- Candidates for Director shall submit biographical data to be included in the agenda for the Delegate Assembly meeting at which the election will be held. (A. 9/98)
- Candidates for Director-at-Large shall submit a nomination packet consisting of a nomination form and two letters of recommendation. Candidates shall also submit a biographical form to be included with the letters of recommendation in the agenda for the Delegate Assembly at which the election will be held. (A. 9/98)
- The California County Boards of Education (CCBE) may endorse one or more candidates for the position of Director-at-Large, County position, candidate speeches will be scheduled for the first day of the Delegate Assembly meeting. (A. 5/03)
- Candidates will be notified of the time frame and requirements for submitting this literature. (A. 9/91)
- If there are two or more candidates for a Director-at-Large position, candidate speeches will be scheduled the first day of the Delegate Assembly meeting.
- If there are two or more candidates for regional Director following the regional caucus to select a nominee to recommend, candidate speeches will be scheduled at a time determined by the President prior to the election.
- Each candidate will be allowed three minutes to speak. Only the candidate may speak. There will be no seconding speeches. (A. 9/91)
- Candidates will again be introduced to the Delegates prior to balloting.
- Each candidate shall abide by the Code of Ethics as described in Standing Rule 226.

225 Candidates for Nominating Committee

- Candidates for the Nominating Committee will follow the procedures as prescribed in Standing Rule 221.
- Each candidate shall abide by the Code of Ethics as described in Standing Rule 226.

226 Candidate Code of Ethics

- Activity limitations: no statewide travel, no election gimmicks or other attention getting devices, and no other receptions.
- Candidates should discourage others from campaigning on their behalf by telephone, electronically, or by mailing election information. (A. 9/05)

- Directors shall not provide written endorsements to candidates for officer positions for use in campaign materials that are distributed to Delegates. Directors may write a letter of recommendation for officer candidates for inclusion in his/her declaration of candidacy packet, and Directors may comment and provide their opinion to others regarding candidates for officer positions. (A. 6/05)
- Candidates should limit their campaigning to the forum provided by CSBA. Candidates for officer positions shall not include any items in their campaign material which implies an endorsement by a Director. (A. 6/05)
- A no host reception for all candidates will be held the evening of the first day of the Delegate Assembly at which the election is held. The presence of the officers of the Association is encouraged. CSBA will furnish a room to provide an opportunity for informal interaction between candidates. There will be no other reception. (A. 7/90)

227 Credentials Committee

The President shall appoint a Credentials Committee from the membership of the Delegate Assembly. Appointment of the Credentials Committee shall be included in the consent agenda of the Delegate Assembly meeting. The committee shall determine eligibility for voting, and ensure that only properly identified Delegates are admitted to the floor of the Delegate Assembly.

228 Tellers

The President shall appoint 3 tellers from the membership of the Delegate Assembly. Appointment of tellers shall be included in the consent agenda of the Delegate Assembly meeting. The tellers shall count votes by Delegates on agenda items when requested by the President, tally said votes and report results to the President. (A. 12/91)

229 Counting Votes for Officers and Directors

Counting and tally of votes for officers and Directors shall be performed by independent vote counters. These counters shall consist of CSBA's general counsel and his/her staff who shall maintain confidentiality. The counters shall certify the results of said count, but not the actual number of votes, to the Immediate Past President who shall present this report to the President. (A. 09/06)

230 – 249 BLANK

250 - 299 RELATIONSHIPS WITH OTHER ORGANIZATIONS

251 California Council of School Attorney (CCSA)

The California Council of School Attorneys (CCSA) shall be administered by CSBA and shall be comprised of attorneys representing school districts and county offices of education which are members of CSBA. The Council shall be operated in accordance with the Bylaws adopted by its members.

252 California County Boards of Education (CCBE)

California County Boards of Education (CCBE) is an independent organization that historically has represented a subset of CSBA member boards.¹ CCBE's member boards must be members of CSBA. CCBE shall be operated in accordance with the Bylaws adopted by its members.

CCBE's President shall be a member of CSBA's Board of Directors in accordance with CSBA's Bylaws. (A. 09/06)

253 Other Organizations

CSBA may work with any organization on activities in support of public education or governance, providing that such activities are consistent with CSBA's goals and policy positions. CSBA shall not work with other organizations in ways that support or appear to support agendas that are religious, politically ideological or partisan. CSBA shall be entitled to consider other relevant factors in deciding whether to develop a working relationship with an organization.

254 Use of CSBA Name by Organizations

No organization shall be entitled to use the name "California School Boards Association" or "CSBA" as part of its name unless the organization is under the administrative and/or policy direction of CSBA.

255 CSBA Representation

CSBA members or staff shall present the position(s) of the organization as represented in the Policy Platform or position papers.

300 - 349 EQUAL EMPLOYMENT OPPORTUNITY

325 Equal Employment Opportunity Policy

CSBA is an equal opportunity employer and is committed to an active nondiscrimination program. The Association will not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, medical condition, physical disability, veteran status, marital status, sexual orientation, political

¹ The California County Boards of Education was recognized by CSBA as a "section" of CSBA in the 1950s following a major statutory and constitutional revision of county offices of education. To recognize county board members' new status and role, CCBE became the entity that provided statewide representation for county board members within the CSBA governance structure.

As a result, for many years county board members were represented in the Delegate Assembly within a single administrative region known as Region 19, whose members were elected from each of the CSBA regions. The Delegate Assembly elected two county board members from this "region" to serve as at-large members on the board of Directors. Over time, at-large county board representatives were changed to become the CCBE President and President-elect, and later the CCBE President and an at-large county Director. The CCBE President's seat on the Board is one of two which is not directly elected by the Delegate Assembly. (The other seat is afforded to a California Director or officer of the National School Boards Association.) In the 1990s, Region 19 was abolished and county Delegates were elected to serve from within their "home" regions.

affiliation, or any other basis prohibited by law. This policy applies to all aspects of employment, including recruitment, selection, compensation, advancement, training, discipline, and termination.

CSBA is committed to ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities, and that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.

The objective of CSBA's nondiscrimination program is, wherever possible, to actively recruit and include for consideration for employment, members of minority groups, women, and the physically disabled. The Association will make reasonable accommodation for disabled employees and applicants. All decisions on employment and promotions will be made solely on the individual's qualifications (merit) for the job in question.

CSBA will display equal opportunity employment information in a prominent location.

350 - 399 EXPENSE AND FINANCE GUIDELINES

350 Expenses of the Executive Committee

- A. A monthly stipend shall be provided to officers of the Association in an amount to be determined by the Board of Directors in the budget process.
- B. The opportunity for officers to participate in leadership training or developmental courses may be provided as part of the budgetary process. (Adopted 10/85)

351 Expenses of the Board of Directors

Expenses of Directors attending Board of Directors meetings shall be paid by the Association in accordance with the current travel policy. The following guidelines apply:

- A. When a Director attends a meeting of the Delegate Assembly that is not held in conjunction with the Annual Education Conference, CSBA shall pay all approved costs.
- B. When a Director attends the annual conference, CSBA does not pay the transportation costs but does pay other expenses necessary to attend the Delegate Assembly.
- C. Travel expense claims shall be submitted within sixty (60) days from the time of expense to be considered an outstanding obligation of the Association. Claims submitted more than sixty days (60) from the time of the expense may be reimbursed by the Association upon approval of the Executive Committee.

352 Expenses of Officers

Expenses of officers when they are traveling on CSBA business shall be paid by the Association in accordance with the current travel policy.

353 Travel Expenses of CSBA Representatives on Committees, Councils, Task Forces or Focus Groups

Necessary travel expenses of the following shall be reimbursed by CSBA within the adopted budget:

- A. CSBA officers while performing their duties.
- B. Directors, while performing their duties and while attending Board of Directors and Delegate Assembly meetings.
- C. Chairs and members of committees, councils, task forces and focus groups, while carrying out assignments.
- D. Staff members when authorized by the Executive Director.
- E. Counsel, including legal counsel, consultants, and legislative representatives, when authorized by the Executive Director.
- F. Other representatives of the Association assigned to statewide committees, resource panels, or similar activities.
- G. Other persons authorized by the Board of Directors.

354 National School Boards Association Expenses

CSBA shall pay the expenses of the five voting Delegates to the National School Boards Association convention. Alternate Delegates shall be reimbursed for transportation costs to and from the conference city. (A. 9/97).

355 Limitations on Deposits of Association Funds

The Executive Committee shall establish a financial plan for depositories and investments of Association funds. The Executive Committee, or its designee, shall approve all depositories and investments in accordance with the financial plan. A quarterly report shall be presented to the Executive Committee.

These Association funds shall list the President, President-elect and Executive Director as authorized signatures. Any two of the authorized signatures are required to make withdrawals from Association accounts. (7/88)

358 Placement of CSBA Reserve Funds

The place and arrangements for CSBA reserve funds shall be determined by the Executive Committee.

360 Bank Account Signatures

The Executive Director shall effect the necessary signature changes on the bank accounts, lock box and

related matters each time there is a change in the personnel among the officers which require changes in signatures. Bank accounts shall list the President, President-elect, and the Executive Director and key accounting staff as authorized signatories. Each check shall carry two authorized signatures, except for special accounts authorized by the Board of Directors such as the payroll account and the petty cash account, when a single signature is authorized. (9/05)

363 Employer Funded Retirement Plan

The Association participates in the California Public Employees Retirement System.

450 - 499 MEMBERSHIPS

450 ROC/ROP Associate Membership

- A. ROC/ROPs will be eligible for associate membership status in the California School Boards Association.
- B. ROC/ROPs will designate up to seven individuals to receive the same mailings as members of member boards as appropriate.
- C. Members of the ROC/ROPs will be eligible to register for CSBA continuing education activities at member registration prices, excluding the Legislative Action Conference.
- D. Members of the ROC/ROPs will be eligible to purchase CSBA publications at the member rate.
- E. Members of the ROC/ROPs will be invited to submit recommendations for workshops, seminars, etc., at the CSBA Annual Education Conference.
- F. An initial membership fee of \$850 a year will be charged. The membership fee will be on a fiscal year basis. A review and recommendation of this fee will be determined annually by the CSBA Board of Directors as part of its general dues review recommendation and budget.

451 Membership Lists

The Executive Director may authorize the use of the Association membership lists, facilities and staff to produce a mailing to its officers, members of the Board of Directors and Delegate Assembly and individuals serving as members of member boards. The Executive Director may waive any or all charges as deemed appropriate. (7/88)

452 Suspension of Membership

A district not paying its dues before November 15 or the week before the Annual Education Conference, whichever is later, shall be suspended from membership. The date for suspension may be extended by the Board of Directors. (A. 9/05)

453 Membership Dues Towards Subscriptions

Four dollars of CSBA member dues goes toward the subscription to the *California School News* or its successor publication. The subscription rate for non-members is \$35. Association membership dues include a subscription for each board member and superintendent. (A. 9/05)

Two dollars of CSBA member dues goes toward the subscription to the *California Schools Magazine* or its successor publication. The subscription rate for non-members is \$20. Association membership dues include a subscription for each board member and superintendent. (A. 9/96)

500 - 549 POSITIONS ON STATE-WIDE PROPOSITIONS, ENDORSEMENTS AND SPONSORSHIPS

502 Positions on State-Wide Propositions

The Association may take a position on statewide propositions that affect public education. The Delegate Assembly and Board of Directors have the authority to adopt positions and policies which are consistent with the Policy Platform adopted by the Delegate Assembly. In accordance with the Bylaws, the Board of Directors may adopt positions and policies which are consistent with the Policy Platform or which shall serve as interim positions and policies between Delegate Assembly meetings.

The Policy Platform lists the Association's policy positions in critical issue areas and provides a broad framework that guides the Association's policy and political leadership activities.

The Executive Committee is responsible for identifying state-wide initiatives with potential impact on education and arranging for adequate notice and deliberation in the Delegate assembly. (A. 3/97)

503 Endorsement of Candidates

CSBA will not endorse candidates for public office.

504 Campaign Materials

Campaign materials will not be distributed on-site at any CSBA activity unless that activity is part of a sanctioned CSBA political forum or debate.

505 Candidates for Appointment to Major Education-Related Boards and Commissions

The Association encourages school board members to apply for appointment to major education-related boards, commissions and task forces external to the Association.

509 Endorsement of Publications

The name of CSBA or its logo shall not appear upon any published document or report as an endorsement by the Association of such document or report without the approval of the President or the Executive Director. (A. 9/05)

510 Endorsements and Sponsorships

Requests for endorsement or sponsorship of any program or activity originated by organizations outside the Association will be reviewed by the Executive Director and appropriate staff of the Association. Recommendations regarding endorsement and/or sponsorship will be referred to the Executive Committee for appropriate action.

Endorsement or sponsorship by CSBA of any program or activity will be based upon the following criteria:

1. Content which would support or implement Association policy positions.
2. Content which would support programs or activities planned by the Association.

Status of endorsements shall be reviewed annually. (A. 7/89)

550 - 599 RESEARCH, PUBLICATIONS AND COMMUNICATIONS

551 Board Studies Relating to Collegiate Degrees

Any person or organization desiring CSBA to participate directly or indirectly in any study or project, whether the same is for the qualification for a collegiate degree or otherwise, shall submit a written request to the Executive Committee. The request shall include the following: the general nature of the study or project, the reason for CSBA participation, the advantages accruing to CSBA from participation, the time involved for completion, the cost, if any, the extent of CSBA participation and such other pertinent data as may be necessary or desirable to evaluate the request. The Association shall not participate directly or indirectly in research studies unless specifically approved by the Executive Committee. (A. 10/84)

Last amended September 2007