



TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Friday, September 29, 2023
Please deliver to all members of the governing board.

August 1, 2023

MEMORANDUM

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

Nominations for CSBA Directors-at-Large African American, American Indian, and County are currently being accepted through Friday, September 29, 2023. 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. It is important to note [Standing Rules 108 and 109](#) prior to making a nomination. SR 108 prohibits Directors from serving on state-wide boards whose organization focuses on labor, parents, special interests, or other segments of the school governance community as it is seen as a conflict of interest. SR 109 prohibits employees of CSBA from serving on the Board of Directors and Delegate Assembly.

The elections will take place at CSBA's Delegate Assembly meeting on Wednesday, November 29, 2023 at the San Francisco Hilton Union Square. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference, December 2, 2023. **All newly elected Directors should plan to attend a required orientation in San Francisco following the 3rd General Session at the Annual Education Conference on December 2.**

A valid nomination includes the following and are required to be submitted **no later than 11:59 p.m. on Friday, September 29, 2023 via online submission or emailed to 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.

Nominees are required to submit the following candidate materials **by 11:59 p.m. on Friday, October 13, 2023:**

- **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 Markarian. Recommendation letters may be from:
 - 1) A CSBA member district or county office of education (COE) board – **If the letter is signed by the Superintendent, it must state in the letter that the letter of recommendation is “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, single-sided résumé** from the nominee.

Please contact CSBA's Executive Office at nominations@csba.org should you have any questions.