

## MEMORANDUM

DATE: August 1, 2022

TO: CSBA Regions 2, 4, 6, 8, 10, 12, 16, 18, 20, 22, and 24

COPY: Regional Directors (even-numbered regions)

FROM: Dr. Susan Heredia, CSBA President

SUBJECT: Call for Nominations for CSBA Regional Directors from even-numbered regions

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Call for Nominations for CSBA Directors from even-numbered CSBA regions is open from Monday, August 1 to **Friday, September 30**. Each Regional Director must be nominated, in writing, by a Delegate from the region and the Delegate must certify that the nominee has consented to the nomination. A nominee must be a member of a board within that region. All newly elected Directors should plan to attend a required orientation at CSBA Offices in West Sacramento on **Monday, December 12**.

The nominee is responsible for completing and submitting, by **Friday, September 30**, the required biographical sketch form and may, if he or she chooses, include a one-page, single-sided, resume.

Nomination forms from Delegates may be:

1. Emailed to CSBA President Dr. Susan Heredia at [sheredia@csba.org](mailto:sheredia@csba.org) and to the CSBA Executive Office at [nominations@csba.org](mailto:nominations@csba.org) OR
2. Faxed to the CSBA office, attention, CSBA President Dr. Susan Heredia, 916-371-3407

Biographical Sketch forms from nominees may be:

1. Emailed to [nominations@csba.org](mailto:nominations@csba.org) AND [tdavis@csba.org](mailto:tdavis@csba.org), OR
2. Faxed to the CSBA office, Attention: Toya Davis, Executive Office, 916-371-3407

The attached Board of Directors FAQ addresses the role and responsibilities of Directors as well as other pertinent information, including excerpts from the Associations' Bylaws and Standing Rules governance documents. Elections will take place at the Delegate Assembly meeting in San Diego on Wednesday, November 30, 2022. Directors serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference and Trade Show.

Should you have any questions, please do not hesitate to contact me or Toya Davis in the Executive Office at [tdavis@csba.org](mailto:tdavis@csba.org). Thank you.

Attachments:

1. Nomination Form
2. Biographical Sketch Form
3. Regional Directors FAQ sheet



## Nomination Form for Regional Director from even-numbered CSBA Regions

The nomination for regional Director must be made by a Delegate from that region and the nominee must be a board member of a CSBA member board within that region. Each nominating Delegate must certify that the nominee has consented to be nominated. The deadline to submit the nomination form is **Friday, September 30, 2022.**

I wish to nominate \_\_\_\_\_ for Director representing Region .

The nominee is a board member of the \_\_\_\_\_ School District or County Office Board of Education, which is a member of CSBA. The nominee has given permission to be nominated.

Submitted by:

Name of Delegate: \_\_\_\_\_

Name of District or COE: \_\_\_\_\_

Region No.: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit this nomination form by choosing *one* of the following options below:

- E-mail: [sheredia@csba.org](mailto:sheredia@csba.org) AND [nominations@csba.org](mailto:nominations@csba.org)
- Or fax: ATTN: Dr. Susan Heredia, President at (916) 371-3407

If you have any questions, please contact CSBA's Executive Office, (800) 266-3382.



## 2022 Regional Director Biographical Sketch Form

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### Deadline: Friday, September 30, 2022

Please submit this required Biographical Sketch form, and optional resume, by choosing one of the following options: E-mail [nominations@csba.org](mailto:nominations@csba.org) and Toya Davis at [tdavis@csba.org](mailto:tdavis@csba.org) OR Fax to Toya Davis at (916) 371-3407.

Please complete, date, and sign this biographical sketch in the space provided. An optional, single-sided, one-page resume may also be submitted. Please do not state "See resume" in the spaces below. Only this two-page form and a one-page, single sided resume, if submitted, will be published in the Delegate Assembly meeting agenda packet.

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Name: _____	Region: _____
District or COE: _____	Years on board: _____ ADA: _____
Contact Number: _____	Primary E-mail: * _____
Profession: _____	(*Communications from CSBA will be sent to Primary E-mail)

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**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 regarding your candidacy.**

*Your signature indicates your consent to serve, if elected.*

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Signature

Date



## Frequently Asked Questions re Election to CSBA's Board of Directors for 2022-2024 Term as a Regional Director

**How many Regional Directors are there?** CSBA consists of 21 geographic regions across the state and are represented on the Board by a Regional Director. In addition, the Board includes 5 Directors-at-Large, 4 Officers, and the President of the California County Boards of Education (CCBE) who serves a one-year term.

**Are all Regional Directors elected at the same time?** No, Directors from odd-numbered regions are elected in odd-numbered years. Directors from even-numbered regions are elected in even-numbered years.

**Who can run to become a member of CSBA's Board of Director?** A nominee must be a member of a board within the region, 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 Regional Directors?** Regional Directors must be nominated by a Delegate from the region in writing to the President of the Association using the nomination form or emailing the President. Nominations open on August 1 and close on September 30, 2022. The biographical sketch and optional resume are due by Friday, September 30.

**When and where are the elections held?** The elections will take place on Wednesday, November 30 at CSBA's Delegate Assembly meeting held at the Marriott Marquis San Diego Marina.

**How long does a Regional Director serve on the Board?** Regional 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, there are no term limits.

**When and where are the required meetings for Regional Directors?** Regional Directors are required to attend the Board of Directors meetings and the Delegate Assembly Meetings.

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, councils, task forces and focus groups; receive reports and updates on major programs consistent with the Vision, Mission, and Strategic Goals of the Association. They also provide two-way communication with Delegate Assembly members and local board members, support and participate in the Association's activities and events.

In addition, the Board of Directors have 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 acts 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.

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

**07/2022**

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