



**TIME SENSITIVE, REQUIRES BOARD ACTION**  
**DEADLINE Friday, October 1, 2021**  
**Please deliver to all members of the governing board.**

July 30, 2021

## 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 African American, American Indian, and County

Nominations for CSBA Directors-at-Large African American, American Indian, and County are currently being accepted through Friday, October 1, 2021. 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.

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. (Please note: Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)

The elections will take place at CSBA's Delegate Assembly meeting on Wednesday, December 1, 2021 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 4, 2021.

A valid nomination includes the following and are required to be submitted **no later than Friday, October 1, 2021 via U.S. Postal Service postmark or emailed to [nominations@csba.org](mailto:nominations@csba.org) by 11:59 p.m. on Friday, October 1, 2021.**

- **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 11:59p on Friday, October 15, 2021:**

- **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 in the letter "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.

2021



## Director-at-Large, African American, American Indian, and County 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. *(Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)*

**The deadline for the nomination form is Friday, October 1, 2021.**

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

- ☐ Director-at-Large, African American
- ☐ Director-at-Large, American Indian
- ☐ Director-at-Large, County

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., no later than Fri. 10/1/21  
FAX: Attn: Executive Office – CSBA Pres. – 916.371.3407 no later than Fri. 10/1/21  
U.S. Mail Postmarked by US Postal Service no later than Fri. 10/1/21  
Dr. Susan Heredia, CSBA President  
California School Boards Association  
3251 Beacon Blvd. | West Sacramento, CA 95691



## Frequently Asked Questions re Election to CSBA's Board of Directors for 2021-2023 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, the President of the California County Boards of Education (CCBE) who serves a one-year term, and any Director or officer of the National School Boards Association.*

**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.*

**Who can nominate the Directors-at-Large?** *Any district or county office of education whose board is a member of CSBA. However, only county offices of education may nominate a Director-at-Large, County.*

**When are nominations due?** *Nomination forms are due from member boards on **Friday, October 1, 2021 by 11:59p** 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 15, 2021 by 11:59p** 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 in the letter "on behalf of the board."***
  - 2) *An individual board member from a CSBA member district or COE board; and*
  - 3) *Another association of school or county office of education board members*
- **An optional, one-page résumé** *from the nominee may be submitted.*

**When and where are the elections?** *Wed., Dec. 1 at CSBA's Delegate Assembly mtg at the Marriott Marquis San Diego.*

**How long does a Director-at-Large serve on the Board?** *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.*

**When and Where are the required meetings for CSBA Directors?** *Each year, there are 5 Board meetings and 2 Delegate Assembly meetings. Board meetings are held over a weekend, except for the meetings in May and late November or early December when meetings are a single day. The meetings in late January/early February, late March/early April, and late September/early October, take place at the CSBA office in West Sacramento. The May meeting takes place at the Sacramento Hyatt the day before the Delegate Assembly meeting. In 2022, the December meeting will take place in San Diego, the day before the Delegate Assembly meeting.*

**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. The Board of Directors adopt final positions and policies and legislation that are consistent with 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.*

8/2021 - For questions or additional information, please contact CSBA's Executive Office at (800) 266-3382.  
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