



California School Boards Association

**TIME SENSITIVE, REQUIRES BOARD ACTION**

**DEADLINE Friday, September 29, 2017**

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

July 31, 2017

## MEMORANDUM

**TO:** All Board Presidents and Superintendents  
CSBA Member Districts and County Offices of Education  
**FROM:** Susan M. Henry, President  
**SUBJECT:** Call for Nominations for Directors-at-Large African American, American Indian, and County

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Nominations for CSBA Directors-at-Large African American, American Indian, and County are currently being accepted until **Friday, September 29**. The nomination form and all information related to the election process are available online, please visit [www.csba.org](http://www.csba.org).

The elections will take place at CSBA's Delegate Assembly meeting held at the Marriott Marquis San Diego Marina on Wednesday, November 29 and Thursday, November 30. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference on Saturday, December 2.

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.)**

A valid nomination includes the following:

- **Nomination form:** A completed, signed and dated nomination form is due to CSBA no later than **Friday, September 29** (U.S. Postal Service postmark or email [nominations@csba.org](mailto:nominations@csba.org)). *Nominating boards must secure permission from the board member prior to nominating him or her.*
- **Two letters of recommendation:** A one page, single-sided, letter addressed to CSBA President Susan Henry is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email [nominations@csba.org](mailto:nominations@csba.org)). The letter may be from of the following entities:
  - 1) A CSBA member district or county office of education (COE) board - *if 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
  - 3) Another board member association
- **Candidate Form:** A signed and dated candidate form completed by the nominee is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email [nominations@csba.org](mailto:nominations@csba.org)). An optional, one-page résumé may also be submitted and is due by Friday, October 6.

The completed candidate form and two letters of recommendation will be published in the Delegate Assembly meeting agenda packet exactly as submitted.

Please contact CSBA's Executive Office at 800-266-3382 should you have any questions. Thank you.

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