



California School Boards Association

October 28, 2022

**TIME SENSITIVE - REQUIRES BOARD ACTION**  
**DEADLINE: Saturday, January 7, 2023**

## MEMORANDUM

To: CSBA Member District Boards  
From: Dr. Susan Heredia, President  
Re: Call for Nominations to CSBA's Delegate Assembly

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Each year, member boards elect representatives to the California School Boards Association's Delegate Assembly. The Delegate Assembly is a vital link in the Association's governance and sets the general policy direction. Working with member boards, the Board of Directors, Executive Committee, Delegates ensure the Association promotes the interests of California's school districts and county offices of education. Delegates with terms that end in 2023 are up for election. Ballots for the Delegate Assembly election will be sent to each member board within the region or subregion by February 1, 2023. Delegates elected in 2023 will serve a two-year term beginning April 1, 2023. There are two required Delegate Assembly meetings each year; in 2023, the dates are May 20-21 and November 28-29.

Nominations and biographical sketch forms for CSBA's Delegate Assembly are being accepted until **Saturday, January 7, 2023**. The nomination process is as follows:

- CSBA member boards are eligible to nominate board members within their own geographical region or subregion. For region #, see "CSBA REGION INDEX FOR DISTRICTS & COES" document located in this packet or on CSBA's website: [www.csba.org/ElectiontoDA](http://www.csba.org/ElectiontoDA).
- Member Boards eligible to appoint a member of their board to the Delegate Assembly may also nominate board members to run for election to the Delegate Assembly.
- Boards eligible to appoint must do so by January 7, 2023. A separate communication from CSBA regarding these appointments will be sent to boards by November 1.
- Nominating boards must submit a separate Nomination Form for each person nominated.
- Nominees must serve on a CSBA member board from the region or subregion.
- Nominees must submit a one-page, single-sided, biographical sketch form.
- Nominees may submit an optional one-page, one-sided résumé.

Documents related to the nomination process are being provided online only. The forms, as well as information about the Delegate Assembly, may be accessed from CSBA's website: [www.csba.org/ElectiontoDA](http://www.csba.org/ElectiontoDA). **It is the candidate's responsibility to confirm that CSBA has received nomination materials prior to the deadline.**

The deadline for nomination materials is **11:59 p.m. on Saturday, January 7, 2023**. Materials can be sent via email to [nominations@csba.org](mailto:nominations@csba.org). Nomination materials may also be sent via mail, to the CSBA Executive Office, 3251 Beacon Blvd., West Sacramento, CA 95961, with a postmark of no later than January 7, 2023.

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