

# **California School Boards Association**

## **STANDING RULES**



**Last amended November 2018**

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**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
STANDING RULES**

**0-49 ORGANIZATION**

**0-19 Definitions**

The following definitions will prevail for purposes of interpretation in enactments and consideration of the Delegate Assembly and in the motions of the Board of Directors and of all CSBA committees or task forces.

A. CSBA or the Association

The initials “CSBA” or the word “Association” shall, unless the latter be otherwise identified, mean the California School Boards Association.

B. Bylaws

CSBA shall be governed by its Bylaws which may be changed only as provided therein. No resolution, policy or directive or Standing Rule of the Association may be in conflict with the Bylaws, but if found to be in conflict, the Bylaws shall govern. (A. 9/05)

C. Membership

A member district shall be one of the following:

1. A public school governing board for a single district having jurisdiction over any or all of grades kindergarten through 12 or any combination thereof;
2. A single public school governing board serving both a county and any combination of grades kindergarten through 12; or
3. A California county board of education.

Districts with a common board and a common administration shall be considered a single member district. (A. 9/05)

Districts with two separate boards and a common administration shall be considered two member districts. (A. 9/05)

Dues are payable on or before July 1 of the membership year. Dues are delinquent November 15 or the week before the annual conference, whichever is earlier.

D. Delegate Assembly

The term “Delegate Assembly” refers to formally convened sessions of that body composed of Delegates according to the Bylaws.

## E. Board of Directors or Board

The term “Board of Directors” or “Board” refers to the body of duly elected board members when meeting as a Board of Directors of the California School Boards Association.

## F. Policy Platform

The Policy Platform provides a broad framework that guides the Association’s policy and political leadership activities.

1. During January, February and/or March, initial input from Delegates (including Directors) is sought. Seeking input from members is the responsibility of Delegates.
2. In March and/or April, a Policy Platform Committee (the Committee), as established in the Policy Platform Committee Protocol, meets to review initial input from Delegates and prepare recommendations. A full report of all input from Delegates will be provided to the Delegate Assembly.
3. At the May Delegate Assembly meeting, the Committee presents its recommendations to the Delegate Assembly.
4. In June and/or July, the Committee convenes to address any unresolved issues, and sends its revised recommendations to Delegates (including Directors).
5. In August and/or September, Delegates (including Directors) submit comments to the Committee.
6. In September and/or October, the Committee prepares final recommendations for the Delegate Assembly. The recommendations are provided to the Board of Directors for information and discussion.
7. At the November/December Delegate Assembly meeting, the Committee presents its recommendations to the Delegate Assembly.

## 20 Vision and Mission

### Vision

The California School Boards Association is the essential voice for public education. We inspire our members to be knowledgeable leaders, extraordinary governance practitioners and ardent advocates for all students.

### Mission

CSBA strengthens and promotes school board governance. We define and drive the public agenda through advocacy, training, and member services. Strong local boards of education are essential to ensure high-quality education for every student in every community.

## **21 Violations of Standing Rules**

Standing rules are administrative and establish specific rules for conduct. It is the responsibility of all Delegates, Directors, and Officers to know and abide by the Standing Rules. Violations of the Standing Rules may result in imposition of sanctions by the Board of Directors.

## **22-49 BLANK**

## **50-99 DELEGATE ASSEMBLY**

### **50 Authority**

The Delegates shall function under the authority granted to them by the Association Bylaws Standing Rules. The body shall conduct its meetings under the provisions of the most recent edition of *Roberts Rules of Order* when the latter is not in conflict with the Bylaws or these Standing Rules.

### **51 Purpose**

The purpose and responsibilities of the Delegate Assembly are defined in Article III, Section 1 of the Bylaws.

### **52 Regional Structure**

The current structure of the geographic regions of the Delegate Assembly is as follows:

#### **A. Geographic Regions**

1. The geographic regions shall each be entitled to two Delegates. In addition, the geographic regions shall each be entitled to one county board member according to the ADA ratio established at that time.

If there is only one county board within a geographic region, that board may appoint one of its members to the county Delegate position. The county Delegate position from the Los Angeles County Board of Education shall be allocated to Region 21. However, the county Delegate may participate in any one of the Los Angeles County region they choose. The Delegate shall be appointed in an odd-number year. (A. 9/05)

2. Districts with 30,000 to 39,999 ADA shall be provided one Delegate seat; districts with 40,000 to 99,999 ADA shall be provided with two Delegate seats; districts with 100,000 to 299,999 ADA shall be provided three Delegate seats; districts with 300,000 ADA and above shall be provided with seven Delegate seats. (A. 9/02)

The governing board of a district having an ADA 30,000 or above shall appoint the Delegate(s) from that district and may participate in the nomination and the selection of the other Delegates from that region or subregion. (A. 9/05)

3. A governing board of a district that has territory in an adjoining district and wishes to move to a neighboring region or subregion shall submit a request to the Board of Directors. In

rendering its decision, the Board of Directors shall consider how a change in ADA will impact each affected region and the number of Delegates to which each affected region would be entitled. (A. 9/05)

4. The 21 geographic regions shall be as follows:

- REGION 1. Subregion 1A – Del Norte, Humboldt  
Subregion 1B – Lake, Mendocino
  
- REGION 2. Subregion 2A – Modoc, Siskiyou, Trinity  
Subregion 2B – Shasta  
Subregion 2C – Lassen
  
- REGION 3. Subregion 3A – Sonoma  
Subregion 3B – Napa  
Subregion 3C – Solano  
Subregion 3D – Marin
  
- REGION 4. Subregion 4A – Glen, Tehama  
Subregion 4B – Butte  
Subregion 4C – Colusa, Sutter, Yuba  
Subregion 4D – Nevada, Placer, Sierra
  
- REGION 5. Subregion 5A – San Francisco  
Subregion 5B – San Mateo
  
- REGION 6. Subregion 6A – Yolo  
Subregion 6B – Sacramento  
Subregion 6C – Alpine, El Dorado, Mono
  
- REGION 7. Subregion 7A – Alameda  
Subregion 7B – Contra Costa
  
- REGION 8. Subregion 8A – San Joaquin  
Subregion 8B – Amador, Calavares, Tuolumne  
Subregion 8C – Stanislaus  
Subregion 8D – Merced
  
- REGION 9. Subregion 9A – San Benito, Santa Cruz  
Subregion 9B – Monterey  
Subregion 9C – San Luis Obispo
  
- REGION 10. Subregion 10A – Madera, Mariposa  
Subregion 10B – Fresno  
Subregion 10C – Kings



- REGION 11. Subregion 11A – Santa Barbara  
Subregion 11B – Ventura County, Las Virgenes USD
- REGION 12. Subregion 12A – Tulare  
Subregion 12B – Kern
- REGION 15. Orange County and Lowell Jt. SD
- REGION 16. Subregion 16A – Inyo  
Subregion 16B – San Bernardino
- REGION 17. San Diego County
- REGION 18. Subregion 18A – Riverside  
Subregion 18B – Imperial
- REGION 20. Santa Clara County
- REGION 21. Los Angeles Unified School District and Los Angeles County Office of Education
- REGION 22. North Los Angeles County  
Acton-Agua Dulce USD, Antelope Valley Un. HSD, Castaic Union SD, Eastside Union SD, Gorman ESD, Hughes-Elizabeth Lakes Un. ESD, Keppel Union SD, Lancaster ESD, Newhall ESD, Palmdale ESD, Saugus Union ESD, Sulphur Springs Un. ESD, Westside Union ESD, Wm. S. Hart Un. HSD, Wilsona SD (9/05)
- REGION 23. San Gabriel Valley-East (Los Angeles County)  
Subregion 23A – Alhambra USD, Arcadia USD, Burbank USD, Duarte USD, Garvey ESD, Glendale USD, La Canada USD, Monrovia USD, Pasadena USD, San Gabriel USD, San Marino USD, South Pasadena USD, Temple City USD  
Subregion 23B – El Monte City ESD, El Monte Un. HSD, Hacienda- La Puente USD, Montebello USD, Mountain View ESD, Rosemead ESD, Rowland USD, Valle Lindo ESD, Walnut Valley USD  
Subregion 23C – Azusa USD, Baldwin Park USD, Bassett USD, Bonita USD, Charter Oak USD, Claremont USD, Covina-Valley USD, Glendora USD, Pomona USD, West Covina USD
- REGION 24. Southwest Crescent (Los Angeles County)  
ABC USD, Bellflower USD, Beverly Hills USD, Centinela Valley Union. HSD, Compton USD, Culver City USD, Downey USD, East Whittier City SD, El Rancho USD, El Segundo USD, Hawthorne ESD, Hermosa Beach City ESD, Inglewood USD, Lawndale ESD, Lennox ESD, Little Lake City ESD, Long Beach USD, Los Nietos ESD, Lynwood USD, Manhattan Beach USD, Norwalk-La Mirada USD, Palos Verdes Peninsula USD,

Paramount USD, Redondo Beach USD, Santa Monica-Malibu USD, South Whittier ESD, Torrance USD, Whittier City ESD, Whittier Un. HSD, Wiseburn ESD

**NOTE:** Regions 13/14 and 19 are no longer used.

## B. Geographic Subregions

Geographic regions encompassing more than one county shall be divided into subregions, each of which shall be entitled to one or more of the Delegates to which the particular region is allocated. Geographic regions encompassing only one county may be divided into subregions, each of which shall be entitled to one or more of the Delegates to which the particular region is allocated.

The construction or reconstruction of subregions shall be consistent with the preceding paragraph and shall be determined by the member districts of the region. The Director of the region shall be responsible for coordinating the decision and for reporting it to the Delegate Assembly no later than the close of the Delegate Assembly meeting held immediately preceding the Annual Education Conference in December. (A. 9/05)

## C. Reapportionment of Geographic Regions

The Board of Directors shall reapportion the membership of the Delegate Assembly every third year commencing in the 1973 Association year. The reapportionment of Delegates shall be based on figures obtained from the California Department of Education. Upon a change in the number of Delegates to which a geographic region is entitled, the Director of the region shall have the responsibility to apportion the revised number of Delegates among the subregions as follows: (12/09)

1. When a decrease or increase occurs, the Director shall look at each subregion's total ADA, ensure that each subregion has at least one Delegate, and give consideration to the subregion in which the greatest percentage of increase or decrease has occurred to determine if that subregion should be affected by a change in its number of Delegates. (Rev 7/82)
2. An increase or decrease should take place in the next Delegate Assembly election cycle. The term of office for a new Delegate as a result of reapportionment shall be one year if the balance of odd/even representation is affected. Subsequent terms shall be for two years. (A. 12/88)

## 53 Agendas

Agendas for the Delegate Assembly shall be prepared by the President of the Association and the CEO & Executive Director in consultation with the Executive Committee. Agendas items shall include adoption of the two-year Policy Platform, reports from the President and CEO & Executive Director, provisions for election of Directors and officers and the time and location for interaction between candidates and Delegates prior to the election. Agenda items shall be submitted to the President for

consideration at least 45 days in advance of the scheduled meeting. The agenda shall be sent to Delegates in a timely manner.

#### **54 Change in Member Status**

A Delegate who ceases to be a member of a member board no longer qualifies for membership in Delegate Assembly. However, Article III, Section 5(c) of the Bylaws applies to attendance at the next Delegate Assembly meeting.

#### **55 Nomination Procedures for Delegates**

- A. Nomination forms shall be mailed, faxed or sent electronically, by the last Friday in October to each member board. Nominations must be returned to the Association office (postmarked by the U.S. Postal Service, faxed or sent electronically) on or before January 7. (A. 9/13)
- B. A one-page, single-sided biographical sketch is required and is due on or before January 7. An optional one-page, single-sided, resume is also due on or before January 7. (A. 9/07)
- C. If, by the close of nominations, there are insufficient nominations for the open seats in any region or subregion, the Director of that region, or President if there is no Director, shall nominate individuals to run for election. The nominee must be a member of a member board within the region or subregion, and shall be a nominee for only one Delegate position within the region or subregion. (A. 9/05)

#### **56 Balloting Procedure for the Election of Delegates**

- A. Ballots shall be sent by February 1 to each member board within the region or subregion where there is an election. The ballots shall contain a provision for write-in candidates. Ballots must be returned to the Association office, or be postmarked by the U.S. Postal Service on, or before, March 15. If March 15 falls on a weekend or a federal holiday, the deadline is extended to the next business day. (A. 9/05)
- B. The ballots shall be counted and certified by the Delegate Assembly Election Committee comprised of three members of the Delegate Assembly who are appointed by the President.
- C. Ballots shall be counted no later than March 31. (A. 9/05)
- D. Seats up for election on the Delegate Assembly will be filled by those candidates with the most votes. If seats exist for terms of varying length, those candidates with the most votes shall be deemed elected to the seats with the longest terms.
- E. If there is a tie vote for the last position to be filled, or in the case where there is only one position to be filled, the candidates and the Regional Director shall be notified by the President of CSBA.
- F. Run-off ballots shall be sent to each member board of the affected region or subregion immediately following ballot counting.
- G. Run-off ballots must be returned to the Association office or be postmarked by the U.S. Postal Service on, or before, April 30. If April 30 falls on a weekend or a federal holiday, the deadline is extended to

the next business day. The run-off ballots shall be counted and certified by at least one member of the Delegate Assembly Election Committee no later than May 10. If needed, CSBA's General Counsel or designee may assist in counting the votes, although the Delegate Assembly Election Committee must still certify the results. (A. 9/07)

- H. The candidate with the highest number of votes shall be considered elected. If a second tie occurs, the Regional Director shall cast the tie-breaking vote. If, for any reason, there is no regional Director, the President shall cast the tie-breaking vote. (A. 9/05)
- I. Names of newly elected Delegates may be released to the public following certification of election results by the Delegate Assembly Election Committee to the President. Upon request, the actual vote counts may be released to member boards.
- J. Election results shall be published and disseminated to the membership by May 11 or immediately following the counting of run-off ballots. (A. 9/07)
- K. Any member board may file a challenge to the election. The challenge shall be in writing, shall set forth the grounds of the challenge. It must be received by the Executive Committee on, or before, July 30 of the year of the election.
- L. The Executive Committee shall present the challenge to the Board of Directors at the first meeting following the date of the challenge and the decision of the Board of Directors on the challenge will be final.
- M. Ballots shall be retained until the beginning of the next election year (November 1) at which time they shall be destroyed under the direction of the CEO & Executive Director. If a written challenge to the election is filed, the ballots shall be retained until November 1 or until the result of the challenge is determined.

## **57 Filling Vacancies**

Directors shall notify the Delegates in their region when a vacancy occurs. Directors shall fill the vacancies according to procedures established in Article III of the Bylaws. Directors shall make every effort to provide maximum representation for their regions at the Delegate Assembly meeting. The appointment(s) shall be ratified by the Delegates within the region or subregion. (A. 9/05)

If a county board seat becomes vacant, the Director shall contact county boards in the region to submit a name for consideration for appointment. If there is only one county in the region, that board shall make the appointment to fill the vacancy. (A. 9/05)

## **58-99 BLANK**

## **100 – 149 BOARD OF DIRECTORS/OFFICERS**

### **101 Authority**

The Board of Directors shall function under the laws of the State of California, and the authority granted by the Bylaws and these Standing Rules. Meetings shall be conducted under the provisions of the most recent edition of *Roberts Rules of Order*, when the latter is not in conflict with the Bylaws or these Standing Rules.

### **102 Purpose**

The purpose and responsibilities of the Board of Directors are defined in Article IV of the Bylaws.

### **103 Agendas/Executive Session**

The agenda of the Board of Directors shall be prepared by the President of the Association and the CEO & Executive Director in consultation with the Executive Committee. The agenda shall be provided to members of the Board of Directors at least seven calendar days prior to the date of the meeting.

Executive Session discussions are confidential. Directors who are absent during Executive Session and would like to request information that was shared with the Board of Directors shall contact the President directly by telephone or in person.

### **104 Regional Involvement in Nomination of Directors**

- A. If there is more than one nominee for Director, a regional meeting shall be held to select one nominee to be recommended to the full Delegate Assembly. A time will be designated during the Delegate Assembly for regions to meet.
- B. At the regional meeting the same amount of time will be allowed for each contested candidate for Director to speak and answer questions. A secret written ballot shall be held. Ballots shall be counted in accordance with Standing Rule 56. Selection shall be by majority vote.
- C. Following the regional meeting, the Director shall submit the region's recommendation in writing to the President or designee. A nominee considered at the regional meeting shall continue as a candidate without the recommendation of the region unless the candidate withdraws. The recommendation from the regional meeting shall be announced by the President prior to the election of regional Directors by the Delegate Assembly. The Delegates will vote with full knowledge of the recommendations of each region.

### **105 Change in Director Status in Delegate Assembly**

A Director who ceases to be a member of a member board no longer qualifies for membership on the Board of Directors and the Delegate Assembly. (A. 9/05)

However, Article IV, Section 5 (b) of the Bylaws applies to attendance at the next Board of Directors and Delegate Assembly meetings. (A. 9/91)

**106 Filling Board of Director Vacancies**

The President shall notify the Delegates of the region when a vacancy occurs. Delegates may submit a name for consideration for appointment for the remainder of the unexpired term. Vacancies on the Board of Directors shall be filled as set forth in Article IV, section 9, of the Bylaws.

**107 Filling Officer Vacancies**

The process for filling officer vacancies is described in Article V, Section 8 of the Bylaws.

**108 Representation or Service on Other Organizations' Boards**

CSBA Directors and Officers are expected to promote CSBA's goals, agendas, and positions regardless of other affiliations. CSBA Directors and Officers shall disclose service on all other boards on the annual CSBA Conflict of Interest Disclosures and whenever a potential conflict could arise.

As CSBA representatives, Directors and Officers must avoid any appearance of conflicts, potential conflicts or actual conflicts. Service on other organizations' boards such as those that represent labor, parents, special interests, or other segments of the school governance community may result in conflicting loyalties when goals, agendas, interests, or positions conflict with those of CSBA. As a result, simultaneous service on state-wide boards that represent the education community are considered a conflict of interest and are prohibited.

**109-149 BLANK**

**150-199 EXECUTIVE COMMITTEE**

**151 Authority**

The Executive Committee shall function under the laws of the State of California, and the authority granted to it by the Bylaws of the Association and these Standing Rules as adopted by the Board of Directors.

**152 Purpose**

The purpose and responsibilities of the Executive Committee are defined in Article III, Section 1 of the Bylaws.

**153 Annual Evaluation of the CEO & Executive Director**

The CEO & Executive Committee shall conduct an evaluation of the CEO & Executive Director pursuant to the terms and conditions of the Association's employment agreement with the CEO & Executive Director. (A. 9/13)

- A. The Board may provide input to the Executive Committee on the performance of the CEO & Executive Director before the completion of the evaluation in a manner to include, but not limited to, completing an evaluation instrument approved by the Board of Directors. (A. 9/12)
- B. The Immediate Past President will ensure that the evaluation instrument is developed and provided to Board members in a timely manner. The Immediate Past President will ensure that the results of any questions or evaluation survey completed by Board members are in a format that may be shared with the Executive Committee and the Board of Directors. With respect to that format, only the Immediate Past President will have access to data that reveals the identity of the Board members who participate. All data shared by the Immediate Past President with the Executive Committee shall not be attributed to or identified with any individual Board member. Any data shared by the Executive Committee with the Board of Directors or the CEO & Executive Director shall not be attributed to or identified with any individual Board member. (A. 9/12)
- C. Only Board members who have completed a non-disclosure statement will receive the evaluation instrument to complete. Any member not signing a non-disclosure statement will not be permitted to be in the meeting room when the Board meets with the Executive Committee to review its evaluation of the CEO & Executive Director. Only members who have completed the evaluation instrument will have an opportunity during the meeting to comment on the completed evaluation prior to the Executive Committee reviewing its evaluation with the CEO & Executive Director. (A. 9/12)
- D. The CEO & Executive Director will be provided the opportunity to submit written responses to evaluation questions and/or surveys provided to the Board. At the discretion of the Board, the CEO & Executive Director may be provided the opportunity to address the Board about the final evaluation. (A. 9/12)
- E. The Executive Committee will report any comments to the CEO & Executive Director from the Board of Directors made at the meeting regarding the evaluation, along with the results of the evaluation, and will report back to the Board of Directors after meeting with the CEO & Executive Director. (A. 9/12)
- F. The Executive Committee shall develop any recommendations for approval by the Board of Directors regarding the terms of the CEO & Executive Director's contract and compensation. (A. 9/12)
- G. Any recommendation regarding the CEO & Executive Director's compensation made by the Compensation Review Committee to the Executive Committee will be discussed by the Executive Committee with the Board of Directors. The Chair of the Compensation Committee will meet with the Executive Committee to present any recommendation regarding the compensation of the CEO & Executive Director. (A. 9/12)
- H. The Board of Directors shall vote on the Executive Committee's recommendations of any proposed terms of the contract and compensation. (A. 9/12)

- I. All documents used in the evaluation and/or compensation process are confidential and will be housed by CSBA's general counsel, except for any document placed in a sealed envelope in the CEO & Executive Director's personnel file housed by Human Resources. (A. 9/12)
- J. Whenever feasible, the Board will only approve amendments to this Standing Rule at the beginning of the CEO & Executive Director's evaluation cycle established in their employment contract. (A. 9/12)

**154-199 BLANK**

**200-249 COMMITTEES, TASK FORCES, FOCUS GROUPS, CONFERENCE GROUPS, AND ELECTIONS**

**201 Committees, Task Forces, Focus Groups, or Conference Groups**

Standing committees and special committees, task forces, focus groups, or conference groups may be created by the Board of Directors to fulfill specific responsibilities as assigned. Standing committees are appointed each year to address ongoing Association needs. Other committees and task forces are created to address specific, short-term concerns or to produce specific outcomes and are terminated when assigned responsibilities are completed. Focus groups may be established for the purpose of giving input on specific issues or reacting to proposals. Conference groups may be created to engage the Association's diverse membership or address long term concerns. Typically, committees and task forces provide input on Association activities, identify and research emerging issues, submit reports and/or recommend action or policy direction for the Association. (A. 6/05)

**202 Appointment of Committees, Task Forces or Focus Groups**

The President shall appoint all CSBA committees, task forces, focus groups, and Governmental Relations Chairs (GRCs), except the Nominating Committee and the conference groups, subject to approval of the Executive Committee and ratification by the Board of Directors. The President-elect shall appoint the Annual Education Conference Planning Committee, and may make provisional appointments to other committees. Such appointments become final upon the President-elect becoming President and will then be subject to approval of the Executive Committee and ratification by the Board of Directors. Every effort will be made to balance the composition of committees, task forces and focus groups. Considerations used will include, but will not be limited to, diversity, gender, geographical area, size, type of district and other demographic information. Subject area knowledge and experience will also be considered. Every effort will be made to ensure a reasonable representation of Delegates and Directors, as appropriate. The President shall be an ex officio voting member of all committees, task forces or focus groups except the Nominating Committee. (A. 6/05)

**203 CSBA Standing Committees**

The Standing Committees include: Annual Education Conference Planning Committee, Policy Platform Committee, Education Legal Alliance Steering Committee, Legislative Committee, and Elections Oversight Committee. (A. 11/11)

**204 CSBA Board Standing Subcommittees**



Standing subcommittees of the Board include: Audit, Finance, Compensation Review, Bylaws and Board Development. (A. 3/09)

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**206 Conference Groups**

The Board of Directors may create conference groups to address issues related, but not limited to American Indian, Asian Pacific Islander, African American, and Hispanic students, and county boards. Participation in the conference groups will be open to all board members, superintendents, district and county office staff, and constituent school board member organizations, including but not limited to the Asian Pacific Islander School Board Members Association, the California Latino School Boards Association, the Coalition of California Black School Board Members, and the California County Boards of Education. Other related and interested groups and individuals may participate in the conference group. The Directors-at-Large shall be the Chairs of the conference groups as established in the Conference Group Protocols. (A. 6/05)

**207-210 BLANK**

**211 Committee, Task Force, Focus Group, or Conference Group Operations**

A. Authority

The Executive Committee shall approve an appropriate operational protocol to guide the activities of each committee, task force, focus group, or conference group. The Board of Directors shall ratify all protocols approved by the Executive Committee. The protocol shall include at least the following elements: (A. 9/12)

1. Membership, including the number of members and a description of the appointment process
2. Term of appointment
3. Anticipated time commitment required of members
4. Roles and responsibilities of members, including specific charges, policy parameters and attendance requirements
5. Roles and responsibilities of the chair
6. Roles and responsibilities of staff
7. Travel and reimbursement policies

A copy of the protocol shall be provided to each member of the committee, task force, focus group, or conference group. (A. 6/05)

## B. Members

The chair and members shall be appointed by the President, approved by the Executive Committee, and ratified by the Board of Directors. Every effort shall be made to appoint members who are representative of the diverse statewide membership of the Association.

All committees, task forces, focus groups, or conference groups shall include board members; they may also include superintendents, other district staff, or outside experts as appropriate. Board members and staff appointed to a committee, task force or focus group or who participate in a conference group must represent a district or county office of education which is a member of the Association. (A. 6/05)

## C. Terms of Appointment

Terms of appointment shall be as established by the Board of Directors at the time of the creation of the committee, task force or focus group but shall be no more than one year. Members may be reappointed if recommended by the President and ratified by the Board of Directors.

## D. Powers and Duties of Committees and Task Forces

In carrying out its purposes, the committee, task force, focus group, or conference group may be authorized by its operational protocol to take the following actions as appropriate: (A. 6/05)

1. Recommend policy positions to the Board of Directors and/or Delegate Assembly.
2. Research issues; review written materials and meet with experts to gather additional information.
3. Request necessary consultant services subject to the approval of the CEO & Executive Director.
4. Make referrals to other committees, task forces, focus groups, or conference groups, Board of Directors, Delegate Assembly and staff as necessary to expedite the development of positions. (A. 6/05)
5. Establish subcommittees as needed to complete specific assignments and/or make recommendations to the full committee, task force, focus group, or conference group. (A. 6/05)
6. Submit reports to the Board of Directors and/or Delegate Assembly.
7. Recommend to the Executive Committee and Board of Directors additional activities the Association could undertake to support the work of the committee, task force, focus group, or conference group. (A. 6/05)
8. Perform other duties as specified in the committee, task force or focus group protocol.

## E. Responsibilities of the Chair

Responsibilities of the chair shall include:

1. Prepare meeting agendas in consultation with the staff assigned to the committee, task force, focus group, or conference group. (A. 6/05)
2. Preside over the meetings.
3. Regularly report to the Executive Committee on the work of the committee, task force, focus group, or conference group; provide reports to the Board of Directors and Delegate Assembly upon request. (A. 6/05)
4. Notify the President if a member is absent from two consecutive meetings or is unable to continue their duties.
5. At the conclusion of the committee's work, the chair will conduct an evaluation solicited from the members of the committee. The results will be submitted to the President within 30 days of the completion of the committee's work. (A. 9/05)

#### F. Responsibilities of the Staff Consultant

The CEO & Executive Director shall assign a staff consultant to the committee, task force, focus group, or conference group. The duties of the staff consultant shall be to: (A. 6/05)

1. Work with the chair in developing meeting agendas.
2. Provide for the necessary facilities and assistance for the meeting.
3. Send out notices of meetings.
4. Assist the chair in developing recommended approaches to the subjects being considered by the committee, task force, focus group, or conference group. (A. 6/05)
5. Prepare information, including background reports, for use by the committee, task force, focus group, or conference group. (A. 6/05)
6. Serve as a consultant and advisor during discussion.
7. Oversee the preparation and distribution of meeting summaries and other written materials.
8. Follow through on instructions and actions requested, coordinating such actions through the CEO & Executive Director.

#### G. Meeting Schedules

Except under unusual circumstances, meetings should be scheduled in such a way that overnight accommodations will not be needed. Meetings and sites should be set so as to have the least effect on budgets.

## H. Attendance

Members are expected to make every effort to attend all meetings. If a member is unable to attend a meeting or fulfill their duties, they shall notify the chair. The chair shall notify the President if a member is absent from two consecutive meetings or is unable to continue their duties. If a member resigns or fails to meet attendance requirements, the President and the chair shall consult to determine whether a replacement is warranted.

## I. Agendas

Committee, task force, focus group, or conference group agendas shall be prepared by the committee chairman in consultation with staff consultant assigned to the committee, task force, focus group, or conference group. Agenda priorities shall be determined by the chairman with the advice of the consultant. (A. 6/05)

## J. Parliamentary Authority

The most recent edition of *Roberts Rules of Order* shall be the parliamentary authority when not in conflict with the Bylaws and Standing Rules. (A. 10/84)

## **212-219 BLANK**

### **220 Credentials Committee**

The President shall appoint a Credentials Committee from the membership of the Delegate Assembly. Appointment of the Credentials Committee shall be included in the consent agenda of the Delegate Assembly meeting. The committee shall determine eligibility for voting, and ensure that only properly identified Delegates are admitted to the floor of the Delegate Assembly.

### **221 Nominating Committee**

#### A. Nomination and Election

1. The Nominating Committee shall be nominated and elected by the selection process established in Article V of the Bylaws.
2. Each region shall belong to one of the three sections established statewide for the purpose of electing Nominating Committee members.
3. A region may nominate one Delegate each year to serve on the Nominating Committee unless the region was represented on the Nominating Committee the previous year. If there are not enough nominations following the first round of nominations to fill the number of seats on the Nominating Committee allocated to that section, then, in the following round or rounds, every region in that section may nominate a Delegate to serve on the Nominating Committee. A Delegate who is currently serving on the Nominating Committee may not be renominated as provided for in Article V, Section 3(e) of the Bylaws. In 2013 only, every region in each section may nominate a Delegate in the first round to serve on the Nominating Committee. (9/13)

4. The Director of each region shall determine the procedure by which a Delegate from that region is nominated to serve on the Nominating Committee. The election for the Nominating Committee will be conducted by CSBA. Each nominee must submit a biographical sketch to CSBA on or before October 10. Delegates will only vote for their section's nominees. At the close of nominations, if the number of Delegates nominated from a section equals the number allocated to that section, those Delegates shall automatically be elected to the Nominating Committee.

For contested elections, ballots will be sent electronically and mailed via the U.S. Postal Service to the Delegates by October 18. If October 18 falls on a weekend or federal holiday, the ballots will be sent electronically and mailed via U.S. Postal Service on the next business day. Only completed ballots received at CSBA by 5:00 p.m. on October 31 will be tallied and the results will be published prior to the Delegate Assembly meeting.

5. If a Delegate who is elected is unable to serve for any reason, then the Director representing that region will appoint to the Nominating Committee another delegate from that region that is able to serve. If there are no Delegates from that region able to serve, the next highest vote getter from that section shall fill the vacancy. If there is no highest vote getter able to serve, the Directors from the section shall meet and appoint a Delegate to the Nominating Committee. A vacancy on the Nominating Committee shall not be filled after May 31.
  6. In the event of any tie vote, the names will be drawn by lot at the beginning of the Delegate Assembly meeting immediately preceding the Annual Conference.
  7. As provided for in Article V in the Bylaws, a carry-over member shall be selected by the outgoing Nominating Committee from its membership. The member selected may not have served more than one term on the Nominating Committee and shall be a member of a member board. The carry-over member shall serve as the Chair of the Committee and shall be a voting member if the Nominating Committee has an even-number of voting members but shall only vote in order to break a tie.
  8. Each nominee shall adhere to the Rules for Campaigns for Officers, Directors, and Directors-at-Large as described in Standing Rule 226.
- B. Each member shall be notified of meeting time and place in writing at least 10 days in advance of all meetings. At the initial meeting, the committee shall use the CSBA Bylaws and Standing Rules and the procedures used the preceding years as a guide for development of their process of operations and to determine criteria for evaluating potential nominees for open officer positions.
  - C. Potential nominees for Association officer positions shall be solicited from member boards. Names of candidates for nomination may be submitted by a member governing board or an individual member of a member board. The Nominating Committee shall determine the closing date for receipt of nominations for officer positions. (A. 9/97)
  - D. Nominating Committee deliberations shall be confidential, and attendance at meetings is limited to the elected members and assigned staff. (A. 7/90)

- E. A report listing the names of the members who were deemed eligible to run for CSBA office, who were interviewed by the Nominating Committee, and who were nominated for Vice President and President-elect by the Nominating Committee shall be presented to the Board of Directors. The report presented to the Board of Directors shall also include the candidate recruitment criteria and a review of the process the Nominating Committee used to make its decisions.
- F. An announcement of the nominations, along with the Nominating Committee's report to the Board of Directors, shall be provided to the membership at least 45 days prior to the election which shall be held at the November/December Delegate Assembly meeting.

## **222 Nominating Committee Guide to Operations**

### **A. Members of the Nominating Committee shall:**

- 1. Be governed by the provisions of CSBA's Bylaws and Standing Rules.
- 2. Carry out their assigned duties with an awareness of the important responsibility of the committee to seek candidates who provide the best possible leadership for CSBA.
- 3. Maintain confidentiality and impartiality throughout their term of office. The chair, or the chair's designee, shall be the spokesperson for the committee.
- 4. Meet at close of Delegate Assembly to establish a date for the first organizational meeting which shall be held within 90 days. (A. 9/13)

### **B. Duties related to the chair are as follows:**

- 1. Prepare an agenda for the organizational meeting which will include a report from the carry-over member.
- 2. Develop and disseminate to the committee a binder of resource materials including Bylaws, standing rules and procedures used the previous year.

### **C. It shall be the responsibility of the Nominating Committee to do the following:**

- 1. Review and recommend to the Executive Committee for approval any revisions to the solicitation letter to potential candidates, the nomination form, and the Declaration of Candidacy Packet, including the candidate biographical information and candidate questions.
- 2. Review and recommend revisions to the Executive Committee of the Declaration of Candidacy Packet used by prospective candidates to submit their biographical information which may include a photo, four letters of recommendation by a CSBA member or member board, and a candidate statement of 250 words or less. The candidate statement shall be used in a mailing using labels provided to candidates by CSBA.
- 3. Review and recommend to the Executive Committee for approval the candidate recruitment criteria to be used by the Nominating Committee to solicit candidates for all open officer

positions. Candidate recruitment criteria shall also be used by the Nominating Committee to develop interview questions and to evaluate candidate responses.

4. Determine the timeline for a recruitment plan that may include letter, forms, and CSBA news articles.
5. As a committee, gather input from the Executive Committee, the Board of Directors and others to assist in reviewing the information provided by the nominee.
6. Paper screen to review qualifications and to select candidates for the interview.
7. Interview candidates.
8. Nominate a candidate or candidates, if any, for each office.
9. Notify nominees that they have been selected as candidates for CSBA office by the Nominating Committee.
10. Publish candidate slate at least 45 days prior to election.
11. Elect a carry-over member for following year.

## **223 Candidates for CSBA Officer Positions**

### **A. Officer Candidates Selected by the Nominating Committee**

1. At least three nomination forms from members of member boards or member boards are required for nomination of a candidate.
2. To be considered for an interview, all candidates must submit a Declaration of Candidacy Packet which shall include: biographical data, an optional photo, responses to questions prepared by the Nominating Committee, four letters of recommendation, a signed CSBA Candidate Code of Ethics form, a signed CSBA Candidate Conflict of Interest form, and a candidate statement. These items, except for the letters of recommendations, will also be included in the Delegate Assembly agenda packet. Candidate's statements and photos, if provided, will be included in the CSBA *School News*. The letters of recommendation may only be submitted by CSBA members, including Directors, or on behalf of member boards.
3. The Chair of the Nominating Committee and CSBA's General Counsel or designee shall determine both the eligibility of any potential candidate consistent with Article V, Section 2 of the Bylaws, and if the Declaration of Candidacy Packet is complete. Once a nominee has been deemed eligible to run for CSBA office and has submitted a complete package in a timely manner, their name will be made public to the membership including being published on CSBA's website.
4. At the conclusion of the paper screening, the Nominating Committee shall notify the members whose candidacy packets were reviewed and make public to the membership the names of those selected to be interviewed including being published on CSBA's website.

5. The Nominating Committee shall notify candidates, the Board of Directors, the general membership and make public the nominees for President-elect and Vice President, including being identified on CSBA's website, at least 45 days prior to the election.

## B. Officer Nominees from the Floor

1. Individuals intending to have their names placed in nomination from the floor, must first provide written notification to the President and the Chair of the Nominating Committee and submit a complete Declaration of Candidacy Packet on or before November 1. The Chair of the Nominating Committee and CSBA's General Counsel or designee shall determine both the eligibility of any potential candidate consistent with Article V, Section 2 of the Bylaws, and if the Declaration of Candidacy Packet is complete.
2. Members who have provided the requisite written notice, who have met the eligibility requirements, and who have submitted a complete Declaration of Candidacy Packet on or before November 1, are qualified to have their names placed in nomination from the floor of the Delegate Assembly by a member of the Delegate Assembly.
3. Members who have qualified to have their names placed in nomination from the floor shall have their declaration of candidacy packet, except for the letters of recommendation, made available to the Delegate Assembly and shall be identified on CSBA's website at least 15 days before the election.
4. Members who have been nominated from the floor will be provided an opportunity to give a candidate speech as defined in section C of this Standing Rule, to distribute campaign material at the Delegate Assembly as defined in section E of Standing Rule 226, and to participate in the candidate forum as defined in section C of this Standing Rule.
5. Candidates from the floor shall abide by the limitations in distribution of campaign literature as provided in 226 (B)(4), General Rule for Candidates.

## C. Officer Candidate Forum

1. Candidate Opening Speeches
  - a. Candidate speeches will be held the first day of the Delegate Assembly at which the election is to be held.
  - b. Each candidate will be allowed five minutes to speak. Only the candidate may speak. There will be no seconding speeches. (A. 7/90)
2. Candidate Forum
  - a. A question and answer forum will be conducted for each contested officer position following the candidate speeches. (A. 7/90)
  - b. At the beginning of the Delegate Assembly meeting, the President will request Delegates to submit written questions for consideration as part of the forum. Questions may also be



presented for consideration by the Nominating Committee. (A. 7/90)

- c. In addition to the Chair of the Nominating Committee, a panel of CSBA past Presidents serving as Delegates-at-Large shall be appointed by the President to screen, select and present appropriate questions. (A. 7/90)
- d. Questions will be posed on a rotating basis with responses limited to two minutes each. (A. 5/12)
- e. Questions may be directed to a specific candidate. (A. 7/90)
- f. Any candidate participating in the forum may respond to each question if they wish.

### 3. Closing Statements

- a. Each candidate will be provided two minutes for a closing statement. (A. 7/90)

## **224 Candidates for Director or Director-at-Large**

- A. Candidates for Director shall submit a candidate form to be included in the agenda for the Delegate Assembly meeting. (A. 9/98)
- B. Candidates for Director-at-Large shall submit a Nomination Packet consisting of a candidate form, an optional one-page, single-sided resume, and two letters of recommendation, which will be included in the agenda for the Delegate Assembly meeting. (A. 9/98)
- C. Candidates will be notified of the time frame and requirements for submitting this literature. (A. 9/91)
- D. The California County Boards of Education (CCBE) may endorse one or more candidates for the position of Director-at-Large, County position. (A 5/03)
- E. If there are two or more candidates for a Director-at-Large position, candidate speeches will be scheduled the first day of the Delegate Assembly meeting.
- F. If there are two or more candidates for a Regional Director following the regional caucus to select a nominee to recommend, candidate speeches will be scheduled at a time determined by the President prior to the election.
- G. Each candidate will be allowed three minutes to speak. Only the candidate may speak. There will be no seconding speeches. (A. 9/91)
- H. Candidates will again be introduced to the Delegates prior to balloting.
- I. Each candidate shall abide by the campaign rules as described in Standing Rule 226 applicable to Directors and Directors-at-Large.

## 225 Candidates for Nominating Committee

- A. Candidates for the Nominating Committee will follow the procedures as prescribed in Standing Rule 221.
- B. Each candidate shall abide by the campaign rules as described in Standing Rule 226 as applicable to the Nominating Committee.

## 226 Rules for Campaigns for Officers, Directors, and Directors-at-Large

CSBA is committed to a high level of civility, respect, and ethical behavior in the process leading to membership on the CSBA Board. While it is recognized that candidacy, nomination and election for any office, particularly within a large and diverse association, has a political dimension, all will benefit if the process is characterized by ethical, professional, and civil behavior.

All involved in the process must strive to avoid even the appearance of impropriety.

The Rules for Campaigns are intended to impose limitations on campaign activities to ensure that CSBA campaign principles are upheld. As such, CSBA campaigns shall:

- be limited to the voting members and exclude outside influences;
- minimize the number of campaign-related contacts in any form from candidates or others on behalf of candidates;
- allow equal opportunity for all candidates by limiting campaign costs and minimizing the need for professional or specialized promotion expertise.

### A. Definitions

1. A **candidate for a CSBA officer position** is an individual who has submitted a completed Declaration of Candidacy Packet and has been determined eligible per Standing Rule 223(A) or 223(B).
2. A **candidate for Director-at-Large** is an individual who has submitted a completed Nomination Packet per Standing Rule 224(2).
3. A **candidate for Director** is an individual who has submitted a Candidate Form per Standing Rule 224(1).
4. A **prospective candidate** is an individual who has initiated the process to become a candidate, such as seeking nomination or support for candidacy.
5. A **campaign** is initiated when any member or any prospective candidate has made a decision to run for office, regardless of whether a formal candidate form or packet has been submitted.
6. **Campaign literature** is any document distributed by or on behalf of a candidate that promotes the candidacy of any candidate.

## B. General Rules for Candidates

1. Candidates and prospective candidates for CSBA officer positions shall not lobby or seek endorsement from members of the Nominating Committee.
2. Candidates and prospective candidates shall not disparage through misinformation, gossip, or innuendo any other candidate or prospective candidate.
3. Candidates and prospective candidates shall engage in any campaign in a professional manner, focused on growing and strengthening the organization.
4. Each candidate shall abide by the Rules for Campaigns as described in Section F below.

## C. Rules for Members of the Executive Committee

1. Officers may respond to requests for information from the Nominating Committee, but may not otherwise comment, endorse, or provide their opinion to others regarding candidates or prospective candidates.
2. Officers who are candidates are not limited by the restrictions in C (1) with respect to the office for which they are a candidate, and are subject to the rules for candidates and campaign activities in Section F below as those rules apply to their own campaign.
3. Officers shall not disparage candidates or prospective candidates through misinformation, gossip, or innuendo.
4. Officers shall engage in any campaign in a professional manner, focused on growing and strengthening the organization, and as befits their position as an Officer.

## D. Rules for Members of the Board of Directors

1. If asked, Directors may provide verbal information, comments, endorsements, opinions, or other influential verbal communications to others regarding candidates or prospective candidates.
2. Directors may not provide written information, comments, endorsements, opinions, or other influential communications regarding candidates or prospective candidates. Written comments include comments that are memorialized on paper or in any electronic format including email, social media platforms, or any other form of written communication.
3. Directors may write a letter(s) of recommendation for officer candidates for inclusion in the declaration of candidacy packet.
4. Directors shall not disparage candidates or prospective candidates through misinformation, gossip, or innuendo.
5. Directors shall engage in any campaign in a professional manner, focused on growing and strengthening the organization, and as befits their position as Director.

#### E. Rules for Members of the Delegate Assembly

1. Delegates may provide information, comments, endorsements, opinions, or other influential communications to others regarding candidates or prospective candidates in writing or verbally.
2. Delegates may write a letter(s) of recommendation for officer candidates for inclusion in their declaration of candidacy packet.
3. Delegates shall not disparage candidates or prospective candidates through misinformation, gossip, or innuendo.
4. Delegates shall engage in any campaign in a professional manner, focused on growing and strengthening the organization, and as befits their position as Delegate.

#### F. Rules Regarding Campaign Activities

1. Candidates, and those who campaign on behalf of candidates, must limit their campaigning to the rules provided in this section.
2. The following campaign activities are prohibited:
  - a. Campaigning that includes any travel outside of the candidate's region to specifically promote their candidacy, including obtaining endorsements.
  - b. Any reception, meeting, or any other event that specifically promotes a CSBA candidacy except for the CSBA sponsored, no-host reception.
  - c. Election gimmicks or other attention getting devices or items. These include, but are not limited to, pins, banners, signs, posters, balloons, hats, or any other antic, item or activity that promotes a candidate or prospective candidate by name, position, or by other means.
3. CSBA will hold a no-host reception for all candidates to be held the evening of the first day of the Delegate Assembly at which the election is held. No other election-related reception(s) may be held.
4. Costs of CSBA campaigns should be limited to the allowed mailing and reproduction of campaign literature distribution as described below.
5. Distribution of written campaign literature that is intended to promote a candidate or candidacy by the prospective candidate, by the candidate, or by anyone acting on behalf of a prospective candidate or candidate, is limited as follows:
  - a. Distribution of any campaign literature should be directed only to voting members of the Delegate Assembly. Officer candidates are allowed to distribute campaign literature both in a post office mailing and by email in conformance with the limitations outlined below. Director-at-Large candidates are prohibited from mailing campaign literature, but may email campaign literature in conformance with the limitations described below.

- b. Mailed literature may consist of a single mailing of no more than one, 2-sided, 8 1/2" x 11" document or flyer. Upon the request of a candidate, including those officer candidates who have filed an intention to run from the floor and who have completed the declaration of candidacy packet, CSBA will provide, no later than November 5, one set of labels to facilitate a single postal mailing. Candidates for Director-at-Large are prohibited from mailing campaign literature and will not be provided CSBA mailing labels.
  - c. Emailings are limited to a single email forwarded to any or all voting members of the Delegate Assembly. Upon the request of a candidate no later than November 5, including those officer candidates who have filed an intention to run from the floor and who have completed the declaration of candidacy packet, CSBA will facilitate a single emailing. Candidates for Director-at-Large may also request, no later than November 5, that CSBA facilitate a single emailing on their behalf.
  - d. A single one-page, 8 1/2" x 11", two-sided flyer shall be distributed only by the CSBA staff at the Delegate Assembly meeting and must be provided by the candidate in sufficient quantity for that purpose no later than 12:00 Noon on the day before the election. The staff will not duplicate such literature. No other handouts, campaign literature, or other campaign materials shall be distributed or allowed at the Delegate Assembly meeting.
6. The use of social media platforms including, but not limited to, Facebook postings, is limited to a single post that may be linked across all social media platforms. Candidates, or prospective candidates, shall not spend money to increase visibility of their single social media post or any other post intended to promote their candidacy.

## **227 Campaign Complaint Procedure and Sanctioning Guidelines**

### **A. General Guidelines**

- 1. This section contains the complaint procedure for campaign violations and guidelines for potential sanctions for violating campaign rules.
- 2. It is the responsibility of all candidates to know and abide by the campaign rules (SR 226).
- 3. Sanctions may be influenced by the date of the violation or discovery and/or reporting date of the violation.
- 4. Initial receipt and evaluation of complaints and recommendations regarding sanctions will be the responsibility of the Elections Oversight Committee (SR 229).
- 5. In general, the Elections Oversight Committee should evaluate whether to recommend sanctions based on two main concerns: “Does the conduct violate CSBA’s Rules for Campaign Activities?” and “Does the violation give the candidate who committed it an unfair advantage in the campaign?”

6. Sanctions should be imposed proportionally to the level of the violation. The purpose of imposing sanctions is to discourage future violations and when possible, to address any unfair advantage the candidate may have gained by committing the violation.
7. The sanctions described below are provided as guidance for the Elections Oversight Committee. Based on their findings, the Elections Oversight Committee may recommend any of the suggested sanctions in Section D, alternative sanctions, or no sanctions.

#### B. Reporting of Complaints

1. Complaints shall be submitted to the Elections Oversight Committee in care of the CSBA CEO & Executive Director.
2. The CSBA CEO & Executive Director shall immediately report all complaints to the Elections Oversight Committee and to the CSBA President.
3. Complaints shall be submitted in writing by mail, fax, email, or other such recorded means, and shall be received on or before January 15. Complaints should generally be submitted within 10 days of discovery of the alleged violation.
4. Anonymous reports will not be acted upon. Contact information of the author of the complaint must be included.

#### C. Due Process

1. The Elections Oversight Committee has responsibility to review and initiate an internal investigation of all complaints.
2. The Elections Oversight Committee may advise the Executive Committee that an investigation by a third party investigator is warranted. If the Executive Committee agrees that an investigation is warranted, it shall make a recommendation to the Board of Directors to hire an investigator. The Board of Directors shall decide whether an investigation of the complaint by a third party investigator is warranted.
3. Following the completion of the investigation of the complaint by the Elections Oversight Committee or by an investigator, the Elections Oversight Committee will identify the level of any violation, and when applicable, recommend sanctions to the Executive Committee.
4. For minor infractions (Level 1), the Executive Committee can impose sanctions as appropriate and shall notify the Board of Directors.
5. Moderate or severe violations (Levels 2 & 3) shall be presented to the Board of Directors for deliberation and any action.
6. All complaints, any findings, and any sanctions will be reported by the Board of Directors to the Delegate Assembly.

7. During the course of the investigation, any person alleged to have committed a campaign violation(s) may not participate in any deliberations and decision making related to the alleged violation.

#### D. Levels of Violations and Potential Sanctions

##### 1. Level I: Minor Violation

- a. Infractions at this level give the candidate little if any unfair advantage.
- b. Examples include immaterial, inadvertent or unintentional violations of Standing Rule 227 (Rules for Campaigns for Officers, Directors, and Directors-at-Large).
- c. Sanctions may include an official warning from the Executive Committee, and/or a minimal restriction of the candidate's campaigning rights.

##### 2. Level II: Moderate Violation

- a. Infractions at this level include violations of Standing Rule 226 (Rules for Campaigns for Officers, Directors, and Directors-at-Large) that give the candidate an unfair advantage.
- b. Examples include, but are not limited to, violating:
  - i. Literature production and distribution limitations.
  - ii. Executive Committee or Board of Director endorsement limits.
  - iii. Election-related reception ban.
- c. Possible sanctions by the Board of Directors may include but are not limited to:
  - i. Official warning.
  - ii. Restriction of the candidate's campaign, which may include, but is not limited to, the prohibition of distribution of campaign literature, of participation in the Candidate Forum, and/or of attendance at CSBA's Candidate Reception.
  - iii. Placement of the phrase "violated election rules" next to the candidate's name on the ballot.
  - iv. Suspension of some or all campaign activities in the candidate's next campaign.
  - v. Censure by the Board of Directors.

##### 3. Level III: Severe Violation

- a. Infractions at this level significantly or substantially give the candidate a considerable, unfair advantage.

- b. Examples may include, but are not limited to:
  - i. Providing false information on the Candidate Conflict of Interest Disclosure Form or other forms included in the Declaration of Candidacy packet.
  - ii. Committing multiple or repeated moderate violations.
  - iii. Using intimidation tactics.
  - iv. Providing false or misleading information during an investigation.
- c. Possible sanctions may include, but are not limited to:
  - i. Revocation of all campaigning rights.
  - ii. Removal of the candidate from the ballot.
  - iii. Prohibition from running from the floor.
  - iv. Ineligibility to be a candidate in the next election.
  - v. Removal from office by the Delegate Assembly as provided for in Bylaws.

## **228 Tellers for Delegate Assembly Meeting**

The President shall appoint 3 tellers from the membership of the Delegate Assembly. Appointment of tellers shall be included in the consent agenda of the Delegate Assembly meeting. The tellers shall count votes by Delegates on agenda items when requested by the President, and report results to the President. In addition, the tellers shall certify any ballot results for the election of Officers, Directors, and Directors-at-Large as provided for in Standing Rule 230. (A. 12/91)

## **229 Elections Oversight Committee for Officers, Directors and Directors-at-Large**

- A. The President shall annually appoint an Elections Oversight Committee. The purpose of the Elections Oversight Committee is to receive and evaluate any complaints related to the election of Officers, Directors, and Directors-at-Large, and recommend sanctions, if any, as provided for in Standing Rule 227.
- B. The CSBA General Counsel or designee will serve as staff representative to the Elections Oversight Committee. This Committee shall be comprised of three persons holding the following positions at the time of appointment: 1) CSBA Immediate Past President; 2) Chair of the Nominating Committee; 3) Chair of the Bylaws Committee. If the Immediate Past President or the Chair of the Bylaws Committee decline, or are otherwise determined by the Executive Committee to be unable to serve, the President may appoint the Chair(s) of any other Board of Directors standing subcommittees identified in Standing Rules 204 to serve on the Elections Oversight Committee. If the Chair of the Nominating Committee declines or is determined by the Board of Directors to be unable to serve, the President shall appoint another member of the Nominating Committee. The membership of the Committee is automatically established by



Standing Rule 229 and does not require approval of the Executive Committee or ratification by the Board of Directors. The Board shall be notified of the composition of the Committee and of any change in Committee membership.

- C. Appointments to the Committee shall become effective on June 1 of each year and shall continue through May 31 of the following year. A committee member, as long as they remain a member of a member board (except for the CSBA Immediate Past President per Bylaws Article V, Section 1), shall remain on the Elections Oversight Committee for the full appointed term, even if the committee member no longer holds the designated position for which the member was appointed. Elections Oversight Committee members shall receive an orientation about their role and responsibilities from the CSBA CEO & Executive Director or CSBA Legal Counsel at, or before, the beginning of their appointed term.

### **230 Election of Officers, Directors, and Directors-at-Large**

- A. Elections will be held the second day of the Delegate Assembly meeting. The names of candidates for all elections shall be randomly placed on the ballot (a paper ballot shall be used if voting is not conducted electronically). When voting is conducted using paper ballots, counting and tallying of votes for Officers, Directors, and Directors-at-Large shall be performed by CSBA's General Counsel and/or their designee(s), who shall maintain confidentiality until results are released.
- B. The tellers appointed per Standing Rule 228 and CSBA's General Counsel and/or their designee(s) shall certify the ballot results of any hand count or electronic tabulation, including the actual number of votes. The results of the balloting for all elections and subsequent balloting in the event of a run-off election, including the tally for each election, shall be made public immediately upon certification of all elections, including run-off elections. All ballot results shall be included in the minutes of the November/December meeting.

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### **250 - 299 RELATIONSHIPS WITH OTHER ORGANIZATIONS**

#### **251 California Council of School Attorney (CCSA)**

The California Council of School Attorneys (CCSA) shall be administered by CSBA and shall be comprised of attorneys representing school districts and county offices of education which are members of CSBA. The Council shall be operated in accordance with the Bylaws adopted by its members.

#### **252 California County Boards of Education (CCBE)**

- A. California County Boards of Education (CCBE) shall be associated with the California School Boards Association (CSBA) as a section of CSBA. CCBE's principal office shall be located in the city of West Sacramento, at the headquarters of CSBA. CCBE shall be operated in accordance with the Bylaws adopted by its members.

- B. CCBE's President shall be a member of CSBA's Board of Directors in accordance with CSBA's Bylaws. (A. 09/06)

### **253 Other Organizations**

CSBA may work with any organization on activities in support of public education or governance, providing that such activities are consistent with CSBA's goals and policy positions. CSBA shall not work with other organizations in ways that support or appear to support agendas that are religious, politically ideological or partisan. CSBA shall be entitled to consider other relevant factors in deciding whether to develop a working relationship with an organization.

### **254 Use of CSBA Name, Logo, or Branding by Organizations**

No organization shall be entitled to use the name "California School Boards Association" or "CSBA" as part of its name, without written consent of the CEO & Executive Director, unless the organization is under the administrative and/or policy direction of CSBA. The CSBA logo is a registered trademark. Any use of CSBA's logo, image, or branding, without prior written approval by the CEO & Executive Director, is strictly prohibited.

### **255 CSBA Representation/Officers' Use of Titles & Participation/Attendance at Events**

- A. When representing CSBA, CSBA members or staff shall present the position(s) of the organization as represented in the Policy Platform or position papers.
- B. CSBA officer titles are to be used only when representing the Association for CSBA business or in the furtherance of CSBA activities. This would include any CSBA-sponsored event or events hosted by other associations or entities, in which the officer is attending as assigned by the President and CEO & Executive Director as set forth in Section C, herein. CSBA Business also includes verbal or written correspondence. It is the invitee's responsibility to correct any misuse of their title by other organizations once they become aware of it.
- C. Throughout the year, CSBA officers may be invited to participate on behalf of CSBA in events hosted by other associations or entities. These invitations may include attendance and/or participation at conferences, webinars or webcasts, television and radio, etc. Upon receipt of the invitation, officers are to forward the invitation and particulars associated with it to the CEO & Executive Director and copy his or her Executive Assistant. The President and the CEO & Executive Director will make a determination about whether or not the invitation should be accepted, and whether it is appropriate for the officer invited to participate in the event or not. If accepted, the President and CEO & Executive Director will assign who will represent CSBA at the event. ALL RSVPs, cancellations, and correspondence shall be conducted through CSBA by Executive Office staff.
- D. Directors and Delegates attending any event on behalf of CSBA will be doing so on a voluntary capacity, with no expectation of reimbursement of expenses, unless reimbursement is approved prior to attending the event.

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**300-349 EQUAL EMPLOYMENT OPPORTUNITY**

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**325 Equal Employment Opportunity Policy**

CSBA is an equal opportunity employer and is committed to an active nondiscrimination program. The Association will not discriminate on the basis of race, color, religion, sex, national origin, citizenship, age, medical condition, physical disability, veteran status, marital status, sexual orientation, political affiliation, or any other basis prohibited by law. This policy applies to all aspects of employment, including recruitment, selection, compensation, advancement, training, discipline, and termination.

CSBA is committed to ensuring that promotion decisions are in accordance with equal employment opportunity requirements by imposing only valid, job-related requirements for promotional opportunities, and that all personnel actions relating to compensation, benefits, transfers, terminations, training, and education are administered in a nondiscriminatory manner.

The objective of CSBA's nondiscrimination program is, wherever possible, to actively recruit and include for consideration for employment, members of minority groups, women, and the physically disabled. The Association will make reasonable accommodation for disabled employees and applicants.

All decisions on employment and promotions will be made solely on the individual's qualifications (merit) for the job in question.

CSBA will display equal opportunity employment information in a prominent location.

**326 Civility Policy**

CSBA staff are to be treated with respect and in a professional manner. If an Officer, Director, or Delegate has a conflict or concern with a staff member, they should contact CSBA's CEO & Executive Director.

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**350 - 399 EXPENSE AND FINANCE GUIDELINES**

**350 Expenses of the Executive Committee**

- A. A monthly stipend shall be provided to officers of the Association in an amount to be determined by the Board of Directors in the budget process.
- B. The opportunity for officers to participate in leadership training or developmental courses may be provided as part of the budgetary process. (Adopted 10/85)

### **351 Expenses of the Board of Directors**

Expenses of Directors attending Board of Directors meetings shall be paid by the Association in accordance with the current travel policy. The following guidelines apply:

- A. When a Director attends a meeting of the Delegate Assembly that is not held in conjunction with the Annual Education Conference, CSBA shall pay all approved costs.
- B. When a Director attends the annual conference, CSBA does not pay the transportation costs but does pay other expenses necessary to attend the Delegate Assembly.
- C. Travel expense claims shall be submitted within sixty (60) days from the time of expense to be considered an outstanding obligation of the Association. Claims submitted more than sixty days (60) from the time of the expense may be reimbursed by the Association upon approval of the Executive Committee.

### **352 Expenses of Officers**

Expenses of officers when they are traveling on CSBA business shall be paid by the Association in accordance with the current travel policy. If attendance and/or participation at a CSBA-sponsored event is required or requested, then CSBA will fund and reimburse reasonable expenses associated with the event for CSBA's officers. If the event is NOT sponsored by CSBA, but the officer is assigned to attend pursuant to SR 255, then CSBA will fund and reimburse reasonable expenses associated with the event.

### **353 Travel Expenses of CSBA Representatives on Committees, Councils, Task Forces or Focus Groups**

Necessary travel expenses of the following shall be reimbursed by CSBA within the adopted budget:

- A. CSBA officers while performing their duties.
- B. Directors, while performing their duties and while attending Board of Directors and Delegate Assembly meetings.
- C. Chairs and members of committees, councils, task forces and focus groups, while carrying out assignments.
- D. Staff members when authorized by the CEO & Executive Director.
- E. Counsel, including legal counsel, consultants, and legislative representatives, when authorized by the CEO & Executive Director.
- F. Other representatives of the Association assigned to statewide committees, resource panels, or similar activities.
- G. Other persons authorized by the Board of Directors.

**354 National School Boards Association Expenses**

CSBA shall pay the expenses of the five voting Delegates to the National School Boards Association convention. Alternate Delegates shall be reimbursed for transportation costs to and from the conference city. (A. 9/97).

**355 Limitations on Deposits of Association Funds**

The Executive Committee shall establish a financial plan for depositories and investments of Association funds. The Executive Committee, or its designee, shall approve all depositories and investments in accordance with the financial plan. A quarterly report shall be presented to the Executive Committee.

These Association funds shall list the President, President-elect and CEO & Executive Director as authorized signatures. Any two of the authorized signatures are required to make withdrawals from Association accounts. (7/88)

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**358 Placement of CSBA Reserve Funds**

The place and arrangements for CSBA reserve funds shall be determined by the Executive Committee.

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**360 Bank Account Signatures**

The CEO & Executive Director shall effect the necessary signature changes on the bank accounts, lock box and related matters each time there is a change in the personnel among the officers which require changes in signatures. Bank accounts shall list the President, President-elect, and the CEO & Executive Director and key accounting staff as authorized signatories. Each check shall carry two authorized signatures, except for special accounts authorized by the Board of Directors such as the payroll account and the petty cash account, when a single signature is authorized. (9/05)

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**363 Employer Funded Retirement Plan**

The Association participates in the California Public Employees Retirement System.

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**450 - 499 MEMBERSHIPS**

**450 Affiliated Organizational Membership (9/08)**

Organizations which meet the general criteria specified in Section 253 may request to become an affiliated organizational member for the purpose of receiving services that are delineated in an

agreement between CSBA and the organization. All such agreements shall be submitted to the Board of Directors for approval. (9/08)

#### **451 ROC/ROP Associate Membership**

- A. ROC/ROPs will be eligible for associate membership status in the California School Boards Association.
- B. ROC/ROPs will designate up to seven individuals to receive the same mailings as members of member boards as appropriate.
- C. Members of the ROC/ROPs will be eligible to register for CSBA continuing education activities at member registration prices, excluding the Legislative Action Conference.
- D. Members of the ROC/ROPs will be eligible to purchase CSBA publications at the member rate.
- E. Members of the ROC/ROPs will be invited to submit recommendations for workshops, seminars, etc., at the CSBA Annual Education Conference.
- F. An initial membership fee of \$850 a year will be charged. The membership fee will be on a fiscal year basis. A review and recommendation of this fee will be determined annually by the CSBA Board of Directors as part of its general dues review recommendation and budget.

#### **452 Membership Lists**

The CEO & Executive Director may authorize the use of the Association membership lists, facilities and staff to produce a mailing to its officers, members of the Board of Directors and Delegate Assembly and individuals serving as members of member boards. The CEO & Executive Director may waive any or all charges as deemed appropriate. (7/88)

#### **453 Suspension of Membership**

A district not paying its dues before November 15 or the week before the Annual Education Conference, whichever is later, shall be suspended from membership. The date for suspension may be extended by the Board of Directors. (A. 9/05)

#### **454 Membership Dues Towards Subscriptions**

Four dollars of CSBA member dues goes toward the subscription to the *California School News* or its successor publication. The subscription rate for non-members is \$35. Association membership dues include a subscription for each board member and superintendent. (A. 9/05)

Two dollars of CSBA member dues goes toward the subscription to the *California Schools Magazine* or its successor publication. The subscription rate for non-members is \$20. Association membership dues include a subscription for each board member and superintendent. (A. 9/96)

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**500 - 549 POSITIONS ON STATE-WIDE PROPOSITIONS, ENDORSEMENTS AND SPONSORSHIPS**

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**502 Positions on Statewide Propositions**

The Association may take a final position on statewide propositions that affect public education by vote of the Delegate Assembly. The Board of Directors has the authority to adopt interim positions on statewide propositions between Delegate Assembly meetings as provided for in Article IV of the Bylaws.

The Executive Committee is responsible for identifying statewide propositions with potential impact on education and arranging for adequate notice and deliberation by the Board of Directors and/or by the Delegate Assembly. (11/12)

**503 Endorsement of Candidates**

CSBA will not endorse candidates for public office.

**504 Campaign Materials**

Campaign materials will not be distributed on-site at any CSBA activity unless that activity is part of a sanctioned CSBA political forum or debate.

**505 Candidates for Appointment to Major Education-Related Boards and Commissions**

The Association encourages school board members to apply for appointment to major education-related boards, commissions and task forces external to the Association.

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**509 Endorsement of Publications**

The name of CSBA or its logo shall not appear upon any published document or report as an endorsement by the Association of such document or report without the approval of the President or the CEO & Executive Director. (A. 9/05)

**510 Endorsements and Sponsorships**

Requests for endorsement or sponsorship of any program or activity originated by organizations outside the Association will be reviewed by the CEO & Executive Director and appropriate staff of the Association. Recommendations regarding endorsement and/or sponsorship will be referred to the Executive Committee for appropriate action.

Endorsement or sponsorship by CSBA of any program or activity will be based upon the following criteria:

- A. Content which would support or implement Association policy positions.
- B. Content which would support programs or activities planned by the Association.

Status of endorsements shall be reviewed annually. (A. 7/89)

## **511 Endorsements for Non-CSBA Campaigns**

CSBA officers are precluded from endorsing any candidates or prospective candidates for CSBA office per Standing Rule 226(C)(1). Any endorsements for non-CSBA candidates or campaigns may only utilize the officer's locally elected governance title, at their discretion.

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## **550 - 599 RESEARCH, PUBLICATIONS AND COMMUNICATIONS**

### **551 Board Studies Relating to Collegiate Degrees**

Any person or organization desiring CSBA to participate directly or indirectly in any study or project, whether the same is for the qualification for a collegiate degree or otherwise, shall submit a written request to the Executive Committee. The request shall include the following: the general nature of the study or project, the reason for CSBA participation, the advantages accruing to CSBA from participation, the time involved for completion, the cost, if any, the extent of CSBA participation and such other pertinent data as may be necessary or desirable to evaluate the request. The Association shall not participate directly or indirectly in research studies unless specifically approved by the Executive Committee. (A. 10/84)

/end

Amended September 2013; DA approved SR 52 (boundary changes) in December 2013

Amended September 2014 (SR 202, 203, 204, 220, 221, 229, and 230)

Amended September 2016

Amended April 2017 – SR 223 A, “a signed CSBA Candidate Code of Ethics form” was added.

Amended May 2017 – SR 223 A “a signed CSBA Candidate Conflict of Interest form” was added.

Amended November 2017

Amended May 2018

Amended November 2018