



October 25, 2024

**TIME SENSITIVE - REQUIRES BOARD ACTION
DEADLINE: Tuesday, January 7, 2025**

MEMORANDUM

To: CSBA Member District Boards
From: Albert Gonzalez, President
Re: Call for Nominations to CSBA's Delegate Assembly

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, and the 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 2025 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, 2025. Delegates elected in 2025 will serve a two-year term beginning April 1, 2025. There are two required Delegate Assembly meetings each year; in 2025, the dates are May 17-18 and December 1-2.

Nomination and biographical sketch forms for CSBA's Delegate Assembly are being accepted until **Tuesday, January 7, 2025**. The nomination process is as follows:

- CSBA member boards are eligible to nominate board members within their own geographical region or subregion.
- 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, 2025.
- 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.
- All nominees must submit a required 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. If you would like to receive a PDF version of the forms, please send your request to the Executive Office at nominations@csba.org. **It is the nominee or appointee'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 Tuesday, January 7, 2025**. Please submit required documents using one of the following methods:

- Electronically online
- E-mail to nominations@csba.org by 11:59 p.m., Jan. 7, 2025, OR
- Fax to (916) 371-3407 by 11:59 p.m., Jan. 7, 2025, OR
- Postmarked by U.S.P.S. no later than Tues., January 7, 2025 (3251 Beacon Blvd., West Sacramento, CA 95691)

Please do not hesitate to contact us at nominations@csba.org should you have questions. Thank you.