

# **California School Boards Association**

## **Standing Rules**



**Last amended September 2016**

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**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
STANDING RULES  
(Last amended September 2016)**

**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.

## **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 he/she choose. The Delegate shall be appointed in an even 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. Del Norte, Humboldt, Lake, Mendocino Counties

REGION 2. Lassen, Modoc, Plumas Shasta, Siskiyou, Trinity Counties

- REGION 3. Marin, Napa, Solano, Sonoma Counties
- REGION 4. Butte, Colusa, Glenn, Nevada, Placer, Sierra, Sutter, Tehama, Yuba Counties
- REGION 5. San Francisco, San Mateo Counties
- REGION 6. Alpine, El Dorado, Mono, Sacramento, Yolo Counties (A. 9/13, DA approved 12/13)
- REGION 7. Alameda, Contra Costa Counties
- REGION 8. Amador, Calaveras, Merced, San Joaquin, Stanislaus, Tuolumne Counties (A. 9/13, DA approved 12/13)
- REGION 9. Monterey, San Benito, San Luis Obispo, Santa Cruz Counties
- REGION 10. Fresno, Kings, Madera, Mariposa Counties (A. 9/13, DA approved 12/13)
- REGION 11. Santa Barbara, Ventura Counties and Las Virgenes USD
- REGION 12. Kern, Tulare Counties
- REGION 15. Orange County and Lowell Jt. SD
- REGION 16. Inyo, San Bernardino Counties
- REGION 17. San Diego County
- 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)  
Alhambra USD, Arcadia USD, Azusa USD, Baldwin Park USD, Bassett USD, Bonita USD, Burbank USD, Charter Oak USD, Claremont USD, Covina-Valley USD, Duarte SD, El Monte City ESD, El Monte Un. HSD, Garvey ESD, Glendale USD, Glendora USD, Hacienda-La Puente USD, La Canada USD, Mountain View ESD, Monrovia USD, Montebello USD, Pasadena USD, Pomona



USD, Rosemead ESD, Rowland USD, San Gabriel USD, San Marino USD, South Pasadena USD, Temple City USD, Valle Lindo ESD, Walnut Valley USD, West Covina USD (12/09)

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 Executive Director in consultation with the Executive Committee. Agendas items shall include adoption of the two-year Policy Platform, reports from the President and 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**

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)

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)

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 Procedures for Delegates**

Ballots shall be mailed 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. (A. 9/05)

- The ballots shall be counted and certified by an Election Committee of three tellers who are members of member boards and appointed by the President.
- Ballots shall be counted no later than March 31. (A. 9/05)

- 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.
- 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.
- Run-off ballots shall be mailed to each member board of the affected region or subregion immediately following ballot counting.
- Run-off ballots must be returned to the Association office or be postmarked by the U.S. Postal Service on or before April 30. The ballots shall be counted and certified by the tellers no later than May 10. (A. 9/07)
- 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)
- Names of newly elected Delegates may be released to the public following certification of election results by the tellers to the President. Upon request, the actual vote counts may be released to member boards.
- 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)
- 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.
- 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.
- Ballots shall be retained until the beginning of the next election year at which time they shall be destroyed under the direction of the Executive Director. If a written challenge to the election is filed, the ballots shall be retained until the result of the challenge is determined and then destroyed.

## **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)

## **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**

The agenda of the Board of Directors shall be prepared by the President of the Association and the 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. (A. 9/05)

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

- A region may hold an informal meeting at some time prior to the Delegate Assembly meeting. The agenda may include discussion of the regional Director position. However, at the close of formal nominations at the Delegate Assembly meeting, 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.
- 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 229. Selection shall be by majority vote.
- 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.

**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 Executive Director**

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

- A. The Board may provide input to the Executive Committee on the performance of the 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 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 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 Executive Director. (A. 9/12)
- D. The 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 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 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 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 Executive Director's contract and compensation. (A. 9/12)
- G. Any recommendation regarding the 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 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 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 Executive Director's evaluation cycle established in his/her employment contract. (A. 9/12)

**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, 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 Standing Committees**

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

## **204 Board Subcommittees**

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

## **205 BLANK**

## **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)

## **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 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 his/her 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 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 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 his/her duties, he/she shall notify the chair. The chair shall notify the President if a member is absent from two consecutive meetings or is unable to continue his/her 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)

## **220 Election Committee**

### **A. Membership**

The Election Committee for Delegate Assembly elections shall be composed of three tellers who shall be appointed annually by the President subject to the approval of the Board of Directors as set forth in the Bylaws.

### **B. Duties**

The duties of the Election Committee shall be to:

1. Receive sealed ballots cast by member boards for the Delegates to Delegate Assembly, open same, tally and certify the results of said count to the President. (A. 9/91)
2. Assure that the election of Delegates is conducted under the provisions of the Bylaws. (A. 9/05)

## **221 Nominating Committee (amended 9/12)**

### **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. 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 Candidate Code of Ethics 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:

- Be governed by the provisions of CSBA's Bylaws and Standing Rules.
- 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.
- Maintain confidentiality and impartiality throughout their term of office. The chair, or the chair's designee, shall be the spokesperson for the committee.
- 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:

- Prepare an agenda for the organizational meeting which will include a report from the carry-over member.
- 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:

- 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.
- 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.
- 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.
- Determine the timeline for a recruitment plan that may include letter, forms, and CSBA news articles.
- 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.
- Paper screen to review qualifications and to select candidates for the interview.

- Interview candidates.
- Nominate a candidate or candidates, if any, for each office.
- Notify nominees that they have been selected as candidates for CSBA office by the Nominating Committee.
- Publish candidate slate at least 45 days prior to election.
- Elect a carry-over member for following year.

## 223 Candidates for Offices

### A. Candidates Selected by the Nominating Committee

- At least three nomination forms from members of member boards or member boards are required for nomination of a candidate.
- 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, and a candidate statement in order to be considered for an interview and, except for the letters of recommendations, to 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.
- 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, his/her name will be made public to the membership including being published on CSBA's website.
- 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.
- 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. Nominees from the Floor

- Qualified individuals intending to have their names placed in nomination from the floor shall 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.

- Members who have provided the requisite written notice and who have submitted a complete Declaration of Candidacy Packet on or before November 1, may have their names placed in nomination from the floor of the Delegate Assembly by a member of the Delegate Assembly.
- 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.
- Nominees from the floor who qualify as candidates 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 D of this Standing Rule, and to participate in the candidate forum as defined in section E of this Standing Rule.

### **C. Candidate Speeches**

- Candidate speeches will be held the first day of the Delegate Assembly at which the election is to be held.
- Each candidate will be allowed five minutes to speak. Only the candidate may speak. There will be no seconding speeches. (A. 7/90)

### **D. Candidate Literature**

- Mailing, or emailing, or otherwise using social media to distribute campaign literature to members of the Delegate Assembly and the Board of Directors by candidates, or on behalf of candidates who have gone through the formal candidate selection process, shall be limited to one mailing, or emailing or posting by whatever means.
- Upon the request of a candidate, including those who were not chosen as candidates by the Nominating Committee, but who have filed an intention to run from the floor and who have completed the declaration of candidacy packet pursuant to Standing Rule 223, Section B, CSBA will provide, no later than November 5, one set of labels to facilitate a single postal mailing. (A. 5/12)
- Distribution of campaign literature at Delegate Assembly by candidates, or on behalf of candidates, is restricted to a single one-page flyer, 8 1/2" x 11", two-sided.
- The flyer shall be distributed by the CSBA staff at the Delegate Assembly meeting and must be available 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.

## **E. Candidate Forum**

- A question and answer forum will be conducted for each contested officer position following the candidate speeches. (A. 7/90)
- 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)
- 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)
- Questions will be posed on a rotating basis with responses limited to two minutes each. (A. 5/12)
- All candidates participating in the forum may respond to each question if they wish.
- Questions may be directed to a specific candidate. (A. 7/90)
- Each candidate will be provided two minutes for a closing statement. (A. 7/90)
- Election will be held the second day of the Delegate Assembly meeting. (A. 7/90)
- Each candidate shall abide by the Code of Ethics as described in Standing Rule 226.

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

- Candidates for Director shall submit biographical data to be included in the agenda for the Delegate Assembly meeting at which the election will be held.(A. 9/98)
- Candidates for Director-at-Large shall submit a nomination packet consisting of a nomination form and two letters of recommendation. Candidates shall also submit a biographical form to be included with the letters of recommendation in the agenda for the Delegate Assembly at which the election will be held. (A. 9/98)
- The California County Boards of Education (CCBE) may endorse one or more candidates for the position of Director-at-Large, County position, candidate speeches will be scheduled for the first day of the Delegate Assembly meeting. (A. 5/03)
- Candidates will be notified of the time frame and requirements for submitting this literature. (A. 9/91)
- 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.
- If there are two or more candidates for 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.



- Each candidate will be allowed three minutes to speak. Only the candidate may speak. There will be no seconding speeches. (A. 9/91)
- Candidates will again be introduced to the Delegates prior to balloting.
- Each candidate shall abide by the Code of Ethics as described in Standing Rule 226.

## **225 Candidates for Nominating Committee**

- Candidates for the Nominating Committee will follow the procedures as prescribed in Standing Rule 221.
- Each candidate shall abide by the Code of Ethics as described in Standing Rule 226.

## **226 Candidate Code of Ethics**

- Activity limitations: no statewide travel, no election gimmicks or other attention getting devices, and no other receptions.
- Candidates should discourage others from campaigning on their behalf by telephone, electronically, or by mailing election information. (A. 9/05)
- Directors shall not provide written endorsements to candidates for officer positions for use in campaign materials that are distributed to Delegates. Directors may write a letter of recommendation for officer candidates for inclusion in his/her declaration of candidacy packet, and Directors may comment and provide their opinion to others regarding candidates for officer positions. (A. 6/05)
- Candidates should limit their campaigning to the forum provided by CSBA. Candidates for officer positions shall not include any items in their campaign material which implies an endorsement by a current Director or a current Officer. (A. 6/05)
- A no host reception for all candidates will be held the evening of the first day of the Delegate Assembly at which the election is held. The presence of the officers of the Association is encouraged. CSBA will furnish a room to provide an opportunity for informal interaction between candidates. There will be no other reception. (A. 7/90)

## **227 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.

## **228 Tellers**

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, tally said votes and report results to the President. (A. 12/91)

**229 Elections Committee for Officers and Directors**

The President shall annually appoint an Elections Committee for officers and Directors. This Committee shall be made up of three (3) CSBA past presidents serving as Delegates-at-Large of the Delegate Assembly. The Elections Committee shall receive an orientation about the electronic voting system and voting process at every Delegate Assembly meeting. This includes physically inspecting the electronic voting system and observing how the votes are entered by voting devices and then tallied automatically, all to ensure that the system is working properly. Once the Committee is satisfied, General Counsel is responsible to ensure that the voting is done according to the Bylaws and the Standing Rules.

**230 Election of Officers and Directors**

The names of candidates for all elections shall be randomly selected and then 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 tally of votes for officers and Directors shall be performed by independent vote counters. The counters of paper ballots shall consist of CSBA's general counsel or his or her designees, who shall maintain confidentiality. The Elections Committee and General Counsel shall certify the results of any count or electronic tabulation, including the actual number of votes, to the Immediate Past President who shall present this report to the President. The results of the elections shall be released to any member upon request. The results of all elections, including the tally for each election, shall be made public prior to the conclusion of the November/December Delegate Assembly meeting and shall be included in the minutes of the November/December meeting.

**231 – 249 BLANK**

**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)**

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.

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 by Organizations**

No organization shall be entitled to use the name "California School Boards Association" or "CSBA" as part of its name unless the organization is under the administrative and/or policy direction of CSBA.

## **255 CSBA Representation**

CSBA members or staff shall present the position(s) of the organization as represented in the Policy Platform or position papers.

## **300 - 349 EQUAL EMPLOYMENT OPPORTUNITY**

### **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.

## **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.

### **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 Executive Director.
- E. Counsel, including legal counsel, consultants, and legislative representatives, when authorized by the 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 Executive Director as authorized signatures. Any two of the authorized signatures are required to make withdrawals from Association accounts. (7/88)

### **358 Placement of CSBA Reserve Funds**

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

### **360 Bank Account Signatures**

The 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 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)

### **363 Employer Funded Retirement Plan**

The Association participates in the California Public Employees Retirement System.

## **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 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 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)

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

### **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.

### **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 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 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:

1. Content which would support or implement Association policy positions.
2. Content which would support programs or activities planned by the Association.

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

## **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 2014 (SR 202, 203, 204, 220, 221, 229, and 230)

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

Amended September 2016