



**CALIFORNIA SCHOOL BOARDS ASSOCIATION  
CANDIDATE CONFLICT OF INTEREST POLICY**  
*Adopted by the CSBA Board of Directors on May 19, 2017*

The following policy (“Policy”) is applicable to candidates for CSBA Vice President and President-Elect.

**Definition of Conflict of Interest**

A conflict of interest may arise when a person may benefit financially or otherwise, or is placed in any circumstance that may compromise the ability of a person to make unbiased and impartial decisions on behalf of CSBA or its Related Entities. Such circumstances may involve family relationships, business transactions, professional activities, personal affiliations, or involvement in an organization that the person represents or for which the person serves in a leadership capacity. All persons subject to this policy shall complete and submit a Candidate Conflict of Interest Disclosure Statement (“Disclosure Statement”) detailing any facts or circumstances that might constitute a conflict of interest as described above and shall submit an amended Disclosure Statement to reflect any material changes or additions that may arise during the course of the candidacy.<sup>1</sup> Examples of a possible conflict of interest that must be disclosed include, but are not limited to:

1. A business, investment, or ownership interest in an entity that does business with or competes with CSBA or a Related Entity. This does not include interest in diversified mutual funds where the person has no control over the selection of holdings.
2. A family member who is employed by or may be contracted with CSBA or a direct or indirect business relationship with CSBA or a Related Entity, including the provisions of goods or services as a paid vendor.
3. A business relationship with an Officer, Board of Director member or employee of CSBA or a Related Entity.
4. Employment or service on another organization’s Board of Directors that does business with, has a contractual relationship with, or competes with CSBA or a Related Entity. This does not include service on a school district or county office governing board or appointments made to other boards by the school district/county office governing board for the purpose of representing the interests of the district or county office.

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<sup>1</sup> Candidacy begins when a candidate submits a Declaration of Candidacy packet and ends at the conclusion of the elections held at the November/December Delegate Assembly meeting.

5. Employment or service on another organization's Board of Directors that is a member of the Education Coalition<sup>2</sup> besides CSBA.
6. Acting as a lobbyist for an organization.

**Facilitation of Disclosure**

Candidates will include a signed Candidate Conflict of Interest Disclosure Statement in their Declaration of Candidacy packet. The Nominating Committee Chair and General Counsel shall review the Statements for any facts or circumstances that may reflect an actual, potential, or apparent conflict of interest.

**Procedures to Manage Conflicts**

Upon review of each Disclosure Statement, the Nominating Committee Chair and General Counsel will disclose any identified actual, potential, or apparent conflicts of interest to the Nominating Committee for their review and consideration.

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<sup>2</sup> In addition to CSBA, The Education Coalition consists of the Association of California School Administrators, the California Association of School Business Officials, the California County Superintendents Educational Services Association, the California Federation of Teachers, the California School Employees Association, the California State PTA, the California Teachers Association, and the Service Employees International Union.