



**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.¹ 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.

¹ 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 Coalition² 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.

² 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.



Candidate Conflict of Interest Disclosure Statement

I am a candidate for: **President-elect** **Vice President**

Instructions: Please disclose any interests applicable during the course of your candidacy. You are encouraged to err on the side of disclosure and to report any circumstance that may appear to pose a conflict of interest, even if you are uncertain.

1. Do you receive compensation, other than reimbursement for reasonable expenses, as an employee or independent contractor of CSBA or a Related Entity? Yes No
2. Aside from compensation in item #1 above, have you received, or do you expect to receive, any material financial benefit from CSBA or a Related Entity? Yes No
3. Do you have any conflicts of interest or potential conflicts of interest, or any interests or relationships that might create the appearance of a potential conflict of interest, which must be disclosed under CSBA's policy? Yes No
4. Aside from compensation in item #1 above, are you or any of your family members, directly or indirectly, engaged, or intending to engage, in any transaction or activity with CSBA or a Related Entity? Yes No
5. Other than investments in diversified mutual funds, are you or any of your family members directly or indirectly engaged in, or intending to engage in, a relationship in an entity that does business with or competes with CSBA or a Related Entity? Yes No
6. Do you, or any of your family members, have a family or direct or indirect business relationship with any current Officer, Director, or employee of CSBA or a Related Entity? Yes No
7. Are you an Officer, Director, or an employee of an organization in the Education Coalition besides CSBA? Yes No
8. Are any of your family members Officers, Directors, or employees of an organization in the Education Coalition besides CSBA? Yes No
9. Are you an Officer or on the Board of Directors of any other organization? Yes No
10. Are you a registered lobbyist for any organization? Yes No

If you answered "Yes" to any of the questions in items #2-10 above, please state your interest below or in a separate attached statement:

By signing of this form, I acknowledge that:

- » I have received and read CSBA's Candidate Conflict of Interest Policy.
- » I understand that at any time during my candidacy I am obligated to disclose the existence of any facts or circumstances that constitutes or may constitute a conflict of interest as defined in CSBA's Candidate Conflict of Interest Policy.
- » If I become aware of any actual or potential conflicts of interest at any time after the submission of this form, or if the information provided in this form becomes inaccurate or incomplete, I will promptly notify CSBA's Nominating Committee Chair and General Counsel in writing.

Signed: _____ Printed Name: _____

Date: _____

Approved by CSBA Board of Directors on May 19, 2017.