



Rivanna Ridge Professional Building
200 Hansen Road, Suite 2
Charlottesville, VA 22911

May 15, 2023

To: Potential Candidates for VSBA Regional Office

From: David Woodard, VSBA President
VSBA Board of Directors

Re: Process for the Nomination and Election of VSBA Regional Officers

According to the VSBA Bylaws, Article XII, Section 3, A Nominating Committee will be appointed by the Chair of each Region at or prior to its annual spring meeting in any year in which there will be a vacancy in an officer position. It will be the duty of this Committee to select a slate of nominees for the offices of Chair and Vice-Chair. Members of the Nominating Committee will not be eligible for nomination to any regional position. The slate shall consist of no more than two candidates for each office and be presented to the membership at the next annual fall meeting of the region. Nominations may be made from the floor. By a majority vote of the member school board it should notify the Chair of the Region and the region member school boards of an intended floor nomination prior to the fall regional meeting. . . It shall be the duty of every candidate to provide a written nomination, approved by the candidate's school board, and a signed letter from the candidate confirming willingness to serve.

Please note that according to section 103.1, Board of Directors Composition, VSBA Operations Manual, **no member school board may have more than one person serve on the Board of Directors at the same time.** Goal 3 of the VSBA Strategic Plan is “[t]o increase engaged participation of member boards and stakeholders in all VSBA services and activities”. To achieve that goal, the VSBA Board strives for 100% member board representation in governance activities. Also enclosed is section 102.5 of the VSBA Operations Manual, Civility in the VSBA nominating and election process.

The enclosed form, approved by the VSBA Board, complies with VSBA Bylaws requirements. Regional vice-chair candidates are not required to submit the pertinent biographical information unless they so desire. Persons who wish to be considered by their respective Regional Nominating Committee for the VSBA regional chair position must submit both the completed form and pertinent biographical information. **Since Regional Chair and Vice-Chair positions are two year terms, Eastern, Southside, Southwest, and Valley regions do not have openings for the Chair positions in 2023.**

All candidates' information must be forwarded no later than two weeks prior to the fall regional meeting held at the VSBA Annual Convention in Williamsburg. The 2023 Regional Nominating Committees list is included. If you have any questions, please call your VSBA Regional Nominating Committee Chair.



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Nomination Form For Candidates for VSBA Regional Office

The following is provided for those who wish to be considered as a candidate to serve as a VSBA Regional Officer. **This form and supporting data must be forwarded to the Regional Nominating Committee Chair no later than two weeks prior to the fall regional meeting held at the VSBA Annual Convention in Williamsburg.** Because they do not serve on the VSBA Board of Directors, regional vice-chairs are not required to submit the supporting data. However, each candidate for regional vice-chair must submit this nomination form. Each candidate for regional chair position must submit this nomination form and pertinent biographical information. **Reminder, according to the VSBA Operations Manual, 103.1, adopted by the VSBA Board of Directors, no member school board may have more than one person serve on the VSBA Board of Directors at the same time.**

I. Supporting Data for Regional Chair Candidate (Not required for vice-chair position)

1. Submit a brief written statement with pertinent biographical information.
2. Submit a candidate profile form (attached).
3. **Attest that the nomination was discussed and approved by the majority of the board at a duly scheduled public school board meeting. (See II below.)**

II. Attested for:

Candidate for: _____ Chair _____ Vice-Chair
 Date of public school board meeting at which action was taken to submit the name of this nominee

 (m/d/yr)

School Board _____ VSBA Region _____
 (Name)

Board Chair _____ (date)
 (Signature)

Board Clerk _____ (date)
 (Signature)

Candidate _____ (date)
 (Signature confirms willingness to serve if elected.) (Signature)

Candidate _____ (Print)

Please return the nomination form to your VSBA Regional Nominating Committee (list attached) no later than two weeks prior to the fall regional meeting held at the VSBA Annual Convention in Williamsburg. VSBA Academy Profile data for each nominee for Regional Chair will be generated from the VSBA database and provided to the appropriate VSBA Regional Nominating Committee.

Floor nominees may request the same profile data as available for nominated candidates up to one (1) day prior to the start of the regional meeting. If requested, VSBA Academy Profile data for each nominee will be generated from the VSBA database and provided to their respective Regional Nominating Committee.

(Adopted Board of Directors, 8/24/00)



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Regional Chair Candidate Profile

(Not required for regional Vice-Chair)

I. Personal Data

Name: _____
 Original Election/Appointment to local school board (Date) _____
 Current Term Ends (Date) _____
 School Division: _____ VSBA Region _____

II. VSBA Candidate Leadership Experience/Profile

1. VSBA Offices/Positions Held (Past & Current)	No	Yes	Date(s)
Legislative Positions Committee Chair			
Finance Committee Chair			
Federal Relations Committee Chair			
Member At-Large			
Executive Committee Member			
VSBA Nominating Committee Member			
Regional Offices	-----	-----	-----
Chair			
Vice-Chair			
Secretary			
Other:			
2. VSBA Special Committees/TaskForces (Past & Current)	No	Yes	Date(s)
Legislative Positions Committee Member			
Finance Committee Member			
Federal Relations Committee Member			
Special VSBA Presidential Committee	-----	-----	-----
Chair			
Member			
VSBA Taskforce (Challenged Students/Schools, Workforce Readiness, Collective Bargaining)	-----	-----	-----
Chair			
Member			
VSBA Regional Nominating Committee Chair/Member			
Other:			
3. Other VSBA Experiences (Past & Current)	No	Yes	Date(s)
Moderator at VSBA conference/seminar			
Presenter at VSBA conference/seminar			
Delegate at VSBA Delegate Assembly			
Alternate at VSBA Delegate Assembly			
General Assembly/Congressional Testimony for VSBA			
Sergeant at Arms at Delegate Assembly			
Teller at Delegate Assembly			
Credentials Committee at Delegate Assembly			
Other:			



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4. VSBA Meetings/Conferences attended during the past two years (July 1 – June 30)	7/1/20 thru 6/30/21	7/1/21 thru 6/30/2022
Capital Conference		
Chair/Vice-Chair Orientation		
New Board Member Orientation		
Regional Spring Network Forum		-----
Law Conference		
Conference on Education		
March Hot Topic Conference		-----
April Hot Topic Conference		-----
Legislative Advocacy Conference		
Annual Convention		
Annual Convention Early Bird		
NSBA Convention		-----
Center for Board Development		
Other:		
5. Level of VSBA Academy achievement the past two years (July 1 – June 30)	7/1/20 thru 6/30/21	7/1/21 thru 6/30/2022
Recognition (15 credits/year)		
Achievement (24 credits/year)		
Excellence (48 credits/2 years)		
Honor (66 credits/2 years)		
Distinction (84 credits/2 years)		
School Board of the Year (One outstanding local board)		
Board of Distinction (meet criteria)		
All Virginia School Board (One board member/region)		
None		



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JOB DESCRIPTIONS FOR VSBA REGIONAL OFFICERS

108.3 Duties of Regional Officers

Included in his/her duties, the **Regional Chair**:

- A. Serves as a member of the VSBA Board of Directors representing all school boards in her/his respective region.
- B. Promotes activities and services of the Association to the regional membership.
- C. Contacts board members in her/his respective region who have not attended a meeting after six months of election/appointment.
- D. Contacts the board Chairs in her/his respective region who have not participated at the state level in 3-5 years.
- E. Contacts via email school board members in her/his region at least twice a year to build a network and sense of ownership in their region and the VSBA.
- F. Encourages VSBA membership on the part of all regional school boards.
- G. Appoints a regional nominating committee.
- H. Plans the VSBA Regional Spring Network Forum, with the assistance of the regional vice-chair.
- I. Presides at the regional meetings.
- J. Contacts the school board chairs within their region via email prior to the VSBA Board meetings to solicit questions, concerns, comments that need to be shared at the VSBA Board meeting.
- K. Sends regional chair reports to region members after VSBA Board of Directors meetings via email.
- L. Official spokesperson for the region.
- M. Hosts regional networking session during the VSBA Legislative Conference and Conference on Education.
- N. Hosts a regional webinar meeting quarterly.
- O. Contacts board Chairs within the region on legislative issues during General Assembly.
- P. Attends at least one regional meeting outside the region in which one serves.



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Included in his/her duties, the **Regional Vice-Chair:**

- A. Represents all schools boards in her/his respective region.
- B. The Vice-Chair shall perform such other duties as from time to time may be assigned by the Chair.
- C. Promotes activities and services of the Association to the regional membership.
- D. Encourages VSBA membership on the part of all regional school boards.
- E. Assists the Chair in handling all arrangements for hosting the VSBA Regional Spring Network Forum including location, social hour, menu, student art displays, registration and collection of funds.
- F. Appoints a 3-5 member jury to judge the student art.
- G. In the absence of the Chair, presides at the regional meetings.
- H. Official spokesperson as needed for the region.
- I. Participates in hosting a regional networking session during the VSBA Legislative Conference and Conference on Education.
- J. Participates in hosting a regional webinar meeting quarterly.

(VSBA Bylaws: Article II, Article XII, Section 3)

VSBA Operations Manual Excerpts

103. Board of Directors

103.1 Composition

The membership of the Board of Directors will consist of the following: the President, the President-Elect, the Immediate Past-President, two members at-large, Chairs of the Standing Committees and Regional Chairs of the Association. No member school board may have more than one person serve on the Board of Directors at the same time. Nominations for President-Elect and At-Large positions from the floor of the Delegate Assembly must be accompanied by written approval of the nominee's school board, together with pertinent biographical information and a signed statement from each nominee confirming willingness to serve. . . The elections will be by written ballot, except that, when there is only one nominee for each office, the election may be by voice vote.

(VSBA Bylaws, Article VIII, Section 1)

102.5 Civility in the VSBA nominating and election process

The Virginia School Boards Association is committed to a high level of civility, respect, and ethical behavior in the process leading to membership on the Board of Directors. While it is recognized that candidacy, nomination and election for any office, particularly within a large and diverse state association, has an important political dimension, all will benefit if the process is characterized by ethical and civil behavior. Additionally, all involved in the process must strive to avoid even the appearance of impropriety.

A. Candidates

1. It is not appropriate for candidates seeking endorsement by the Nominating Committee to lobby (via phone, fax, E-mail, letter, or other communication) members of the Nominating Committee.
2. Candidates should not solicit letters of endorsement from members of the Nominating Committee.
3. Candidates should not defame through misinformation, gossip, or innuendo any other candidate in order to advance his/her position at the expense of another.

B. Members of the State and Regional Nominating Committees

1. Nominating Committee members should not submit letters of endorsement for candidates.

2. Members of Nominating Committees should not lobby or otherwise seek to influence other committee members on behalf of a particular candidate outside of the committee process. It is, of course, expected and accepted that Nominating Committee members may and will advocate for candidates within the committee meetings.
 3. Discussions and deliberations within the Nominating Committee shall be considered confidential and should not be discussed with others after the process is completed and a candidate has been endorsed.
- C. VSBA Officers and Delegate Assembly Officials
1. All officers of the VSBA Board of Directors and all appointed officials at the Delegate Assembly (including the members of the Delegate Assembly Credentials Committee and the Sergeants-at-Arms) will remain strictly neutral during the Delegate Assembly with regard to support for candidates in contested elections. This neutrality includes a prohibition against directly or indirectly trying to influence the votes of Delegates on the day of the Delegate Assembly. This section does not apply to advocacy for oneself.
 2. The Chair of the VSBA Delegate Assembly Credentials Committee will assure that anyone who violates this neutrality standard is reported to the VSBA President, who will have the authority to have a violator excluded from the Delegate Assembly.

108.1 Regional Officers

Regional officers (Chair and Vice-Chair) will be elected by the members in the Regions annually at regional meetings of the Association. No regional officer will be elected to serve more than one two-year term in the same office. No member school board may have more than one person serve on the Board of Directors at the same time.

(VSBA Bylaws, Article XII, Section 2)

108.2 Election of Regional Officers

A. Guidelines

A VSBA Regional Nominating Committee will be appointed by the Chair of each Region at or prior to its annual spring meeting in any year in which there will be a vacancy in an officer position. It will be the duty of this Committee to select a slate of nominees for the offices of Chair and Vice-Chair. Members of the Nominating Committee will not be eligible for nomination to any regional position. The slate shall consist of no more than two candidates for each office and be presented to the membership at the next annual fall meeting of the region. Nominations may be made from the floor. By a majority vote of a member school board it should notify the Chair of the Region and the region member school boards of an intended floor nomination prior to the fall regional meeting. Each region member school board shall have one



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vote, and that vote shall be by the school board Chair or a delegate elected by that school board. The regional Chair or his/her designee shall determine the number and persons approved to vote at the beginning of each meeting of the region. It shall be the duty of every candidate to provide a written nomination, approved by the candidate's school board, and a signed letter from the candidate confirming willingness to serve.

B. Duties & Procedures for the Regional Nominating Committee:

1. See VSBA Bylaws, Article XII, Section 2 – 5
2. Regional Nominating Committees must be appointed at or prior to the annual spring regional meeting
3. Each Regional Chair and Nominating Committee in accordance with the VSBA Strategic Plan will be provided:
 - a. A list of the school boards in their region that have not been represented on a VSBA Committee or the VSBA Board of Directors in the last 3-5+ years, and
 - b. A list of board members from each of those school boards who have achieved at least one level in the VSBA Academy.

Preference for regional officer nominees by the Nominating Committee should come from one of these lists.

4. Using the VSBA Strategic Plan, Goal 3, *“to increase engaged participation of member boards and stakeholders in all VSBA services and activities.”* as a basis for selection of candidates, the Nominating Committee Chair or designee shall call (August-October) school board Chairs from the lists (3 a.b.) to ask if she/he would:
 - a. Be willing to serve, and if not,
 - b. Designate another member of his/her board to serve,
 - c. Have the board approve her/his nomination for Regional Chair, then:
 - d. Provide the VSBA Regional Chair or the VSBA office, prior to annual meeting, with the name of the board's nominee,
5. Regional nominations and elections shall occur at the annual fall meeting.
(VSBA Bylaws, Article XII, Section 3)

VSBA Bylaws Excerpt

ARTICLE XII Regions

Section 1. Regions are geographic divisions of the Association designated by the Board of Directors for convenience in administering the work of the Association and will be governed by the Bylaws of the Association.

Section 2. Regional officers will be elected by the members in the Regions biennially at the fall regional meetings of the Association. No regional officer shall be elected to serve more than one two-year term in the same office. No member school board may have more than one person serve as a regional officer at the same time.

Section 3. A Nominating Committee will be appointed by the Chair of each Region at or prior to its annual spring meeting in any year in which there will be a vacancy in an officer position. It will be the duty of this Committee to select a slate of nominees for the offices of Chair and Vice-Chair. Members of the Nominating Committee will not be eligible for nomination to any regional position. The slate shall consist of no more than two candidates for each office and be presented to the membership at the next annual fall meeting of the region. Nominations may be made from the floor. By a majority vote of the member school board it should notify the Chair of the Region and the region member school boards of an intended floor nomination prior to the fall regional meeting. Each region member board shall have one vote, and that vote shall be by the school board chair or a delegate elected by that school board. The regional chair and his/her designee shall determine the number and persons approved to vote at the beginning of each meeting of the region. It shall be the duty of every candidate to provide a written nomination, approved by the candidate's school board, and a signed letter from the candidate confirming willingness to serve.

Section 4. A vacancy occurring in any office in a region will be filled by the President of the Association except in the case of the Chair when the Vice-Chair automatically will assume the office.

Section 5. Each region will hold annual meetings in the spring and fall. Additional meetings may be held if a Region so desires.



Virginia School Boards Association

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VSBA Regions

Central

Albemarle County
Buckingham County
Charlottesville City
Culpeper County
Fluvanna County
Greene County
Louisa County
Madison County
Nelson County
Orange County
Rappahannock County

Tidewater

Accomack County
Charles City County
Chesapeake City
Franklin City
Hampton City
Isle of Wight County
Newport News City
Norfolk City
Northampton County
Poquoson City
Portsmouth City
Southampton County
Suffolk City
Surry County
Sussex County
Virginia Beach City
Williamsburg/James City
York County

Valley

Augusta County
Bath County
Buena Vista City
Clarke County
Frederick County
Harrisonburg City
Highland County
Lexington City
Page County
Rockbridge County
Rockingham County
Shenandoah County
Staunton City
Warren County
Waynesboro City
Winchester City

Northeastern

Alexandria City
Arlington County
Fairfax City
Fairfax County
Falls Church City
Fauquier County
Fredericksburg City
Loudoun County
Manassas City
Manassas Park City
Prince William County
Spotsylvania County
Stafford County

Southern

Amherst County
Appomattox County
Bedford County
Campbell County
Charlotte County
Danville City
Halifax County
Lynchburg City
Lunenburg County
Mecklenburg County
Pittsylvania County
Prince Edward County

Blue Ridge

Alleghany
Highlands
Bland County
Botetourt County
Craig County
Floyd County
Franklin County
Giles County
Henry County
Martinsville City
Montgomery County
Patrick County
Pulaski County
Radford City
Roanoke City
Roanoke County
Salem City
Wythe County

Southside

Amelia County
Brunswick County
Chesterfield County
Colonial Heights City
Cumberland County
Dinwiddie County
Goochland County
Greensville/Emporia
Hanover County
Henrico County
Hopewell City
New Kent County
Nottoway County
Petersburg City
Powhatan County
Prince George County
Richmond City

Southwest

Bristol City
Buchanan County
Carroll County
Dickenson County
Galax City
Grayson County
Lee County
Norton City
Russell County
Scott County
Smyth County
Tazewell County
Washington County
Wise County

Eastern

Caroline County
Colonial Beach Town
Essex County
Gloucester County
King & Queen Co.
King George County
King William County
Lancaster County
Mathews County
Middlesex County
Northumberland County
Richmond County
Westmoreland County
West Point Town



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2023 VSBA REGIONAL NOMINATING COMMITTEES

Blue Ridge Region

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Division: Charlottesville City

Katrina Callsen

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