



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

April 3, 2025

To: Potential Candidates for VSBA Regional Office

From: Dr. JoWanda Rollins-Fells, VSBA President and 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 Article VIII, Section 1 of the VSBA Bylaws and 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, the following divisions have openings this year: Central, Blue Ridge, Northeastern, Southern, and Tidewater.**

All candidates' information must be forwarded to the nominating committee members in your region, no later than two weeks prior to the fall regional meeting held at the VSBA Annual Convention in Williamsburg. The 2025 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 Article VIII, Section 1 of the VSBA Bylaws and the VSBA Operations Manual, 103.1, 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 \_\_\_\_\_  
(Signature) (date)  
Board Clerk \_\_\_\_\_  
(Signature) (date)  
Candidate \_\_\_\_\_  
(Signature confirms willingness to serve if elected.) (Signature) (date)  
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)

## 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                                                                                                |       |       |         |
| Other:                                                                                                    |       |       |         |
| 2. VSBA Special Committees/Task Forces (Past & Current)                                                   | No    | Yes   | Date(s) |
| Legislative Positions Committee Member                                                                    |       |       |         |
| Finance Committee Member                                                                                  |       |       |         |
| Federal Relations Committee Member                                                                        |       |       |         |
| Special VSBA Presidential Committee                                                                       | ----- | ----- | -----   |
| Chair                                                                                                     |       |       |         |
| Member                                                                                                    |       |       |         |
| VSBA Task Force (Challenged Students/Schools, Workforce Readiness, Collective Bargaining, Infrastructure) | ----- | ----- | -----   |
| 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:                                                                                                    |       |       |         |

## Page 2: Regional Officer Candidate Profile

| <b>4. VSBA Meetings/Conferences attended during the past two years (July 1 – June 30)</b> | <b>7/1/23 thru 6/30/24</b> | <b>7/1/24 thru 6/30/25</b> |
|-------------------------------------------------------------------------------------------|----------------------------|----------------------------|
| 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                                                              |                            |                            |
| COSSBA Conference                                                                         |                            |                            |
| Center for Board Development                                                              |                            |                            |
| Other:                                                                                    |                            |                            |
| <b>5. Level of VSBA Academy achievement the past two years (July 1 – June 30)</b>         | <b>7/1/23 thru 6/30/24</b> | <b>7/1/24 thru 6/30/25</b> |
| 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)                                                      |                            |                            |
| Regional SB Member of the Year (One board member/region)                                  |                            |                            |
| None                                                                                      |                            |                            |

## **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

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 VIII Board of Directors**

Section 1. The membership of the Board of Directors will consist of the following: the President, the President-Elect, the Immediate Past President, two members elected at large at the Annual Convention, 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. All members of the Board of Directors will be duly qualified members of local school boards holding membership in the Association at the time of taking office. Any officer or other member of the Board of Directors who ceases to be a member of a local school board will continue in office until the next Annual Convention of the Association.

### **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.



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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.

## VSBA Regions

### Central

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

### Tidewater

Accomack County  
Chesapeake City  
Franklin City  
Hampton City  
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  
Staunton City  
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  
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  
Charles City County  
Chesterfield County  
Colonial Heights City  
Cumberland County  
Dinwiddie 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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## 2025 VSBA REGIONAL NOMINATING COMMITTEES

### Central Region

**Margaret Clair**

P.O. Box 276, 84 Courthouse SQ.  
Lovingston, VA 22949  
434.260.7646  
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Division: Nelson County

**Lisa Torres**

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Division: Charlottesville City

### Blue Ridge Region

**Teddy Martin**

80 Colonial Hill Drive  
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Division: Henry County

**Gina Paine**

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Division: Pulaski County

### Northeastern Region

**Molly McFadden**

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Fredericksburg, VA 22401  
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Division: Fredericksburg City

**Karl Frisch**

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Division: Fairfax County

**Nicole Cole**

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Division: Spotsylvania County

### Southern Region

**Priscilla Liggon**

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Division: Amherst County

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Division: Lunenburg County

**Dora Garner**

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Division: Mecklenburg County

### Tidewater Region

**Adale Martin**

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Division: Norfolk City

**Randy Riffle**

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Division: Williamsburg/James  
City County

**LaChanda Parker**

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757.705.1401  
[lparker@fcpsva.org](mailto:lparker@fcpsva.org)  
Division: Franklin City