Scott County Schools

Memo

TO: School Board Members

FROM: John I. Ferguson, Superintendent

SUBJECT: Discussion/Nomination of Candidate for VSBA Regional Office

The school board may choose to nominate a board member for consideration as a potential candidate to serve as either chairman or vice chairman for VSBA Regional Office.

Should the school board nominate a board member as a candidate for consideration, the enclosed form and any necessary supporting data will be submitted to the Regional Nominating Committee Chairman by two weeks prior to the Regional Spring Network Forum. The Southwest Regional Spring Network Forum is schedule to be held on Thursday, May 8th.

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Virginia School Boards Association

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

February 21, 2014

To: Potential Candidates for VSBA Regional Office

From: Kerri M. Wilson, 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 Chairman of each Region prior to its annual spring meeting. It will be the duty of this Committee to select a slate of nominees for the offices of Chairman and Vice-Chairman. 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 annual spring 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 spring regional meeting.

Please note that according to policy 103.1, Board of Directors Composition, VSBA Governance & Operations Manual, **no member school board may have more than one person serve on the Board of Directors at the same time.** The VSBA Strategic Plan states, "*To ensure the active participation of 100% of the boards in VSBA governance, leadership, training and services*". To achieve that goal, the VSBA Board strives for 100% member board representation in governance activities. Also enclosed is policy 102.5, Civility in the VSBA nominating and election process.

The enclosed form, approved by the VSBA Board, complies with VSBA Bylaw's requirements. Regional vice-chairman 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. All candidates' information must be forwarded no later than two weeks prior to your scheduled regional spring network forum. The 2014 Regional Nominating Committees list is included. If you have any questions, please call your VSBA Regional Nominating Committee Chairman.

Enclosures:
VSBA Regional Nomination Form
Regional Officer Candidate Profile
Job Descriptions for VSBA Regional Officers
VSBA Bylaws Excerpt
VSBA Operations Manual Excerpts
List of VSBA Regions
VSBA Regional Nominating Committees

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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 Chairman by two weeks prior to your scheduled regional spring network forum.** Because they do not serve on the VSBA Board of Directors, regional vice-chairman are not required to submit the supporting data. However, each candidate for regional vice-chair must submit this nomination form. Each candidate for regional chairman position must submit this nomination form and pertinent biographical information. **Reminder, according to the VSBA Governance & Policy 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 Chairman 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 entire board at a duly scheduled public school board meeting. (See II below.)**

II. Attested for:

Candidate for: ____ Chairman _____ Vice-Chairman

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 your scheduled regional spring network forum. 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 opening of the regional meeting or VSBA Delegate Assembly. If requested, VSBA Academy Profile data for each nominee will be generated from the VSBA database and provided to their respective Regional Nominating Committee and the VSBA Delegate Assembly.

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

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Regional Chairman Candidate Profile

(Not required for regional Vice-Chairman)

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 Chairman			
Finance Committee Chairman			
Federal Relations Committee Chairman			
Member At-Large			
Executive Committee Member			
VSBA Nominating Committee Member			
Regional Offices			
Chairman	-------	-------	----------
Vice-Chairman			
Secretary			
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	-------	-------	----------
Chairman			
Member			
VSBA Taskforce	-------	-------	----------
Chairman			
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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Page 2: Regional Officer Candidate Profile

4. VSBA Meetings/Conferences attended during the past two years (July 1 – June 30)	7/1/12 thru 6/30/13	7/1/13 thru 6/30/14
Capital Conference		
Chairman/Vice-Chairman 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)	**7/1/12 thru 6/30/13**	**7/1/13 thru 6/30/14**
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 Chairman**:

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 chairmen 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-chairman.
I. Presides at the regional meetings.
J. Contacts the school board chairmen 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 chairman 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
N. Conference on Education.
O. Hosts a regional webinar meeting quarterly.
P. Contacts board chairs within the region on legislative issues during General Assembly.
Q. 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-Chairman**:

A. Represents all schools boards in her/his respective region.
B. The Vice-Chairman shall perform such other duties as from time to time may be assigned by the Chairman.
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 Chairman in handling all arrangements for hosting the VSBA Regional SpringNetwork 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 Chairman, 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)

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VSBA Operations Manual Excepts

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, the member at-large, Chairmen of the Standing Committees and Regional Chairmen 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 position 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. (A copy of the VSBA Nomination Form is in the appendix.) 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.

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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 serve more than two one-year terms in the same office.

(VSBA Bylaws, Article XII, Section 2)

108.2 Election of Regional Officers

A. Guidelines
A VSBA Regional Nominating Committee will be appointed by the Chairman of each Region **prior** to its annual spring meeting. It will be the duty of this Committee to select a slate of nominees for the offices of Chairman and Vice-Chairman. 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 annual spring meeting of the region. Nominations may be made from the floor. By a majority vote of a member school board it must notify the Chair of the Region and the region member school boards of an intended floor nomination **prior** to the regional meeting at which elections occur.

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Each region member school board shall have one vote, and that vote shall be by the school board chairman or a delegate elected by that school board. The regional chairman or his/her designee shall determine the number and persons approved to vote at the beginning of each meeting of the region.

B. Duties & Procedures for the Regional Nominating Committee:
   1. See VSBA Bylaws, Article XII, Section 2 – 5
   2. Regional Nominating Committees must be appointed **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 III, *"the VSBA Board of Directors will foster pride and ownership in the VSBA through active support and promotion of local school board participation in Association activities"* as a basis for selection of candidates, the Nominating Committee Chair or designee shall call (January – March) 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 spring meeting, with the name of the board's nominee,
   5. Regional nominations and elections shall occur at the annual spring meeting.

(VSBA Bylaws, Article XII, Section 3)

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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 annually at regional meetings of the Association. No regional officer will serve more than two one-year terms in the same office.

Section 3. A Nominating Committee will be appointed by the Chairman of each Region prior to its annual spring meeting. It will be the duty of this Committee to select a slate of nominees for the offices of Chairman and Vice-Chairman. 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 annual spring 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 spring regional meeting. Each region member board shall have one vote, and that vote shall be by the school board chairman or a delegate elected by that school board. The regional chairman and his/her designee shall determine the number and persons approved to vote at the beginning of each meeting of the region.

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 Chairman when the Vice-Chairman automatically will assume the office.

Section 5. Each region will hold an annual spring meeting. Additional meetings may be held if a Region so desires.

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

Blue Ridge
Alleghany County
Bland County
Botetourt County
Craig County
Covington City
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
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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2014 VSBA REGIONAL NOMINATING COMMITTEES

Blue Ridge Region

To Be Determined
For questions, contact VSBA

Central Region

Carol Carr
26 Out of Bounds Road
Palmyra, VA 22963
434.227.4334
caroltracycarr@apps.fluco.org
Division: Fluvanna

Additional Names to be Determined

Eastern Region

Cora Armstrong
P.O Box 82
Newtown, VA 23126
804.769.0621
arm21cora@aol.com
Division: King and Queen

Susan Saunders
471 Hatches Ave.
Callao, VA 22435
804.529.5041
susancsaunders36@yahoo.com
Division: Northumberland

Jennifer Little
218-B Abbey Lane
Cobbs Creek, VA 23035
804.725.3909
jen@thelittlemarketingdepartment.com
Division: Mathews

Northeastern Region

Brenda Sheridan
23 Butternut Way
Sterling, VA 20164
703.689.0637
Brenda.Sheridan@lcps.org
Division: Loudoun

Additional Names to Be Determined

Southern Region

Roger Long
P. O. Box 264
South Boston, VA 24592
434.572.8551
rlong@halifax.k12.va.us
Division: Halifax

Additional Names to Be Determined

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Southside Region

To Be Determined
For questions, contact VSBA

Southwest Region

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Division: Tazewell

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Division: Bristol

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Division: Russell

Tidewater Region

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Division: Isle of Wight

Valley Region

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Division: Harrisonburg