



## NOMINATING PROCEDURES & GUIDELINES

The National School Boards Association's (NSBA) Council of Urban Boards of Education (CUBE) Steering Committee consists of 16 urban school board members, including an immediate past chair from CUBE school districts elected by CUBE districts. The members serve staggered three-year terms. Membership on the Steering Committee is limited to two full consecutive terms, and incumbent members whose pre - or first terms that expire in 2016 must reapply to be considered for reelection. A vacancy on the Steering Committee will automatically occur in the event of a member's death, resignation, or the loss of their position as a school board member. In the event of a vacancy, there is no automatic succession to seats from the vacating district (i.e. if a steering committee member from City A steps down, leaves the Steering Committee or his/her local board, individuals from City A do not automatically assume the seat).

### Nominating Committee:

According to the Bylaws of CUBE, it is the Chair's responsibility to appoint a Nominating Committee Chair to receive and screen nominees and select a slate of candidates. The Nominating Committee Chair will select up to four members from the CUBE Council to serve on this committee. The 2016 CUBE Nominating Committee is charged with recommending a slate consisting of at least one nominee for each vacancy on the Steering Committee, with consideration given to the slating of nominees so that regional, gender, and racial balance on the committee is retained.

The 2016 CUBE Nominating Committee will provide notification of its selected slate of candidates to the entire membership 30 days prior to the CUBE Annual Business meeting. Slated candidates will be presented for election by the CUBE membership at the CUBE Annual Business Meeting, April 10, 2016, in Boston, MA.

### Eligibility Requirements:

If you meet the following requisites, we urge you to please consider applying to serve on the CUBE Steering Committee:

- A proactive advocate of urban education;
- A board member from a CUBE district in good standing with your state school boards association and able to secure the support, ***financially and otherwise***, of your school board and school district to fully participate in the CUBE program;
- Able to commit to the time, travel and expense necessary to attend the ***four Steering Committee meetings held in conjunction with CUBE's conferences each fiscal year and one Steering Committee Retreat in the fall; (NSBA/CUBE will underwrite some of your expenses)***;
- Willing to make a three-year one term commitment to improving urban education through service to CUBE as a Steering Committee member.
- Current member district of CUBE and have participated in CUBE events during the last two consecutive years.

## **Procedure:**

Any CUBE school board member of a school board in good standing with their state school boards association may seek a position on the Steering Committee so long as he/she adheres to the following procedures:

- Please complete the application online (<https://cubesurveys.wufoo.com/forms/cube-steering-committee-application-2016/>) by midnight **January 8, 2016**.
- The candidates considered by the Nominating Committee will be notified by **January 29, 2016**, advising whether or not they were/were not slated. If a candidate is not slated but is interested in running as a candidate from the floor, you must advise the Director of CUBE of your intention to run from the floor by **March 1, 2016**. Assuming the candidate has properly submitted the application form, curriculum vitae, and letters of support for the Nominating Committee's consideration, no further action beyond this notice of intent to run from the floor will be required.
- Candidates who did not submit the required application materials for consideration to the 2016 CUBE Nominating Committee may run from the floor by informing the Director of CUBE of their intention to run from the floor by **March 1, 2016**. At this time, candidates must submit all the materials required of candidates (i.e., the application, curriculum vitae, and letters of support).
- Candidates who choose to run from the floor under these procedures will appear on the ballot and will be given the same privilege as candidates slated by the Nominating Committee to address the CUBE voting delegates and otherwise conduct their campaigns. No candidates other than those adhering to the procedures outlined above will be eligible to run for a Steering Committee seat at the CUBE Annual Business Meeting, April 10, 2016.

**Note: All requested information for consideration must be submitted electronically to <https://cubesurveys.wufoo.com/forms/cube-steering-committee-application/> by midnight January 8, 2016.**

## **Rationale:**

This guideline is designed to allow full opportunity for any CUBE district to present a candidate for the Steering Committee and insofar as possible allows those candidates not selected by the Nominating Committee an even standing with those who are put forward by the Nominating Committee.

**Applicants for Steering Committee vacancies are asked to secure the support, *financially and otherwise*, of their school board and school district to fully participate in the CUBE program. Only those persons -- with the support of their school district and board -- willing to make the commitment of both time and expense should apply. (CUBE will cover some costs to attend its meetings).**

The application, along with a curriculum vitae and letters of support, will be used by the Nominating Committee in their selection process. Your application may be reviewed by the CUBE Steering Committee to fill any vacant seats prior to the April 10, 2016, business meeting as stated in the CUBE Bylaws.

If you have any questions, please feel free to contact Deborah L. Keys at 703-838-6742 or via e-mail at [dkeys@nsba.org](mailto:dkeys@nsba.org).

**Deadline to apply is January 8, 2016. Only electronic submissions will be accepted.**

National **School Boards** Association



Council of **Urban Boards** of Education

## **Steering Committee Roles & Responsibilities**

### **Qualifications**

Applicant must:

1. Be an urban school board member from a participating CUBE district in good standing with your state school board association;
2. Make a three-year commitment to perform the responsibilities of the CUBE Steering Committee;
3. Secure the support, financially and otherwise, of their school board and school district to fully participate in the CUBE program;
4. Attend the four regular meetings and fall retreat of the CUBE Steering Committee, barring good cause for lack of attendance; and
5. Apply, be nominated by the Nominating Committee, and elected by the membership of CUBE at its Annual Business Meeting in the spring.

### **Roles**

- Ambassador for the CUBE program
- Leader for urban school board members
- Advocate for public education
- Supporter of NSBA's urban vision, mission and goals
- Promoter of the purposes of CUBE

### **Responsibilities**

- Attend orientation for new Steering Committee members
- Promote the urban vision, mission and goals of NSBA
- Help identify goals for the CUBE program
- Increase the awareness of the unique role of urban school board members through participation at state-level meetings, activities and ongoing open communication with State Associations
- Serve as a communication link between State Associations and CUBE
- Serve as a communication link between urban school board members across the nation and CUBE
- Advocate CUBE goals and urban education issues at the local, state and national level
- Attend the four regular meetings and fall retreat of the Steering Committee

- Attend and participate in as many CUBE-sponsored activities as possible, with special focus on the four regular meetings of CUBE (the winter meeting held in conjunction with NSBA’s Advocacy Institute; the spring meeting held in conjunction with NSBA’s Annual Conference & Exposition; the summer CUBE Issues Seminar; and the fall CUBE Annual Conference)
- Fulfill both ceremonial (such as presiding over general sessions, workshops, and networking sessions) and substantive roles at CUBE meetings and activities
- Listen, gather vital information, and actively seek feedback from urban school board members for the purpose of enhancing CUBE’s benefits and services

**In order to accomplish the overall mission of the CUBE Steering Committee, each Steering Committee member should:**

- ✓ **Prepare well for each Steering Committee meeting** through full and careful study of the agenda and its supporting materials;
- ✓ **Attend the entire Steering Committee meeting** by arranging travel schedules in advance to permit on-time arrival and staying through the full meeting;
- ✓ **Participate effectively in the Steering Committee meeting** by ensuring the concerns and opinions formulated in the preparation state and through general discussions are shared with the full Steering Committee;
- ✓ **Evaluate and follow-up on the actions** taken in the Steering Committee meeting, by keeping track of how Steering Committee actions are being implemented, including soliciting and sharing the feedback from the membership, and raising any concerns with NSBA staff;
- ✓ **Possess general knowledge about CUBE membership benefits and services.**
- ✓ **Fulfill responsibilities of any Steering Committee assignment**, through active participation in the CUBE program and other activities, and
- ✓ **Be accessible by responding to electronic correspondence in a timely manner.**