



## 2019 OFFICER CANDIDACY APPLICATION INSTRUCTION

Following are guidelines, rules and requirements for filling out the nomination and application forms. We hope that you find the instructions simple to follow and the application easy to fill out.

- 1) Only three offices are available at this time: President-Elect, Vice-President and Treasurer. Please check one of the offices at the top of the application.
- 2) If you are nominating someone other than yourself for one of the offices, please be sure to state your name and your County Office of Education affiliation in this space. The nominee must still fill out the candidate questions completely.
- 3) Please keep answers for each question within 500 words or less. It is recommended that a resume is included with the application.
- 4) By signing the Declaration of Candidacy, you are giving your permission to the nominating committee to distribute your information to the entire membership of CCBE prior to the general membership annual breakfast meeting held on November 30 in San Francisco when elections take place.
- 5) Candidates will be interviewed by the nominating committee, which will be scheduled the weekend of Sept 14-16 in conjunction with the CCBE Annual Conference in Monterey.
- 6) Since we are accepting applications through e-mail, we are requesting that all applicants send the e-mail version and a hard copy version, so that nothing gets lost. The deadline to receive nominations and candidate application is **by 5:00 p.m. July 31, 2018.**
- 7) Please submit the application and all of the accompanying materials to:

California County Boards of Education  
Jenn Ng c/o Nominating Committee  
3251 Beacon Blvd. | West Sacramento, CA 95691  
(916) 669-3263 | Fax: (916) 371-3407  
E-mail: [jng@csba.org](mailto:jng@csba.org)