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## National School Attorneys Association Call for Nominations and Guidelines

April 2026

The NSAA Nominating Committee asks members interested in serving on the NSAA Board of Directors to review these guidelines and to complete the application form below by May 31, 2026. If you have any questions, please contact:

Sonja Trainor, Executive Director, [strainor@nsaa.legal](mailto:strainor@nsaa.legal),  
Julie Miller, Chair, [juliem@ossba.org](mailto:juliem@ossba.org), or  
Andrew Manna, Immediate Past Chair, [andrew@cchalaw.com](mailto:andrew@cchalaw.com).

These guidelines explain the officer and director-at-large positions, the regular process for nominations and elections, and expectations for service. This year, the Nominating Committee will slate four new directors-at-large and one officer for vote of the membership at the October 15, 2026, meeting to be held in St. Louis, Missouri.

### Guidelines

To encourage the participation of interested, qualified members in the leadership of the National School Attorneys Association, and to provide a fair, orderly process for selecting NSAA leaders, the following guidelines shall be observed.

### NSAA Officers and Directors – Positions

Chairperson - presides over all meetings of the Association and the Association Board of Directors. Term: one year.

Chairperson-Elect - assumes the duties of the Chairperson in the absence of or at the request of the Chairperson, performs such other duties as assigned by the Chairperson, and automatically becomes Chairperson at the next annual meeting. Term: one year.

Vice-Chairperson - serves as liaison to Board committees, and performs such other duties as assigned by the Chairperson. Term: one year.

Secretary - maintains a record of Association proceedings, including Association's annual meeting and the Association Board of Directors' and Officers' meetings, and performs such other duties as assigned by the Chairperson. Term: one year.

Immediate Past Chairperson. Term: one year.

Eight (8) Directors at-Large: Term: two years (two terms max). In each even-numbered year, four (4) Directors-at-Large are elected; and in each odd-numbered year, four (4) Directors-at-Large are elected.

## NSAA Officers and Directors – Expectations

1. **Become familiar with the NSAA Articles of Incorporation, Bylaws, Strategic Plan, website, programming, resources, and membership structure.** It is particularly important that current and prospective members of the Board understand the purposes for which NSAA was formed. The NSAA [Articles](#) and [Bylaws](#), which include those purposes, along with the [Strategic Plan](#) are the framework of NSAA's work. These documents detail the Board structure and organizational vision that guide Board actions. It is important that every Board member have a firm grasp on the structure of the organization in order to become an informed member of the Board.
2. **Attend and actively participate in all Board meetings.** NSAA depends on broad, active participation of its board members in major decision-making. The Chairperson calls board meetings to get input on significant decisions including some amicus cases, public positions on issues, the strategic plan, and large financial commitments. **The board meets once per month virtually and once per year in person in conjunction with the annual conference.** The NSAA business meeting is held during the annual conference. Board members are expected to attend every meeting barring a significant client matter or previously planned personal event.
3. **Participate in Committee Work.** Each Board member is expected to become actively involved in at least one NSAA committee or working group. The amount of time committed to this work varies by committee.
4. **Provide guidance and feedback to the Executive Director.** Periodically, the Executive Director or other staff members may contact a Board member to solicit input on an issue or to gather information. Board members should be timely in responding to these requests to ensure the NSAA functions smoothly. Any Board member who needs the assistance of Association staff members on a project should address his or her request for help to the Executive Director.
5. **Serve as an ambassador for NSAA, its members and the school attorney community within your state and, when appropriate, at the national level.** NSAA depends on its board members to spread the word about the benefits of NSAA membership, as well as its programs, and to connect newer school attorneys with those who can be mentors. Board members also serve as resources for those who have questions about the organization. Your photo and contact information will be placed on the NSAA website for that purpose.
6. **Assist in the recommendation and recruiting of new Board Members.**
7. **Perform the duties and responsibilities of a 501(c)(3) board, including:**
  - a. To conduct the business of the Association between annual meetings of the membership;
  - b. To fix membership dues and other charges;
  - c. To amend the Articles or Bylaws;

- d. To declare vacancies in Officer and Director-at-large positions based on inability or incapacity to serve;
  - e. To take all other actions necessary or convenient to the management of the affairs of the Association; and
  - f. To review and recommend an Association budget for each fiscal year during the annual Association meeting.
8. Perform such other duties as may be requested or needed by the Board.

### Nominating Committee

For the initial three (3) years (2023-2026), the nominating committee consists of the Chairperson and three individuals selected by the Chairperson. Starting in 2027, the nominating committee shall consist of the Chairperson and the three most recent past chairpersons of the Association.

The Nominating Committee:

1. Meets in the spring to review and approve these guidelines and the nomination form for the coming election cycle.
2. Oversees the call for nominations and submissions of interest to be collected by roughly June 1.
3. Meets shortly after the submission deadline to discuss the nominations and to prepare a slate of nominees for Chairperson-Elect, Vice-Chairperson, and Secretary and the Director-at-large positions which will become vacant at the annual meeting. The Bylaws require the committee to ensure that the professional interests and concerns of all members are represented; ascertain the availability and commitment of each person to serve prior to making its report at the annual meeting; and establish policies to ensure that the board has regional representation.
4. Oversees the publication of the slate of nominees to the membership at least 60 days ahead of the date of the upcoming annual meeting, at which elections will take place. With that publication, the membership will be informed that they may submit alternate candidates in writing no later than 30 days before the annual meeting.
5. If alternative candidates are submitted, ensures that any properly submitted candidate is presented as such at the election held at the annual meeting.

### Elections

1. In mid-summer, the slate of officers and directors developed by the Nominating Committee will be placed on the NSAA website and promoted to the membership.
2. The membership may submit alternate candidates over 10 member signatures until 30 days before the election.

3. The election takes place at the NSAA business meeting held in conjunction with the annual conference in the fall.
4. The Chair presides over the business meeting. During the meeting, the Chair or the Nominating Committee Chair presents the slate of nominees, plus any candidates submitted over ten member signatures as described above.
5. Candidates who receive a majority of the votes of members present and voting will be the officers and directors.



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## National School Attorneys Association Board of Directors Application Form

Name:

Organization:

Please describe your experience representing public schools, including your current role.

Why are you interested in serving on the NSAA Board of Directors?

Have you ever represented parties adverse to school boards? If so, please explain.

What is the most important service NSAA can offer its members in the next five years?

For which position(s) are you applying – Director and/or Officer (Secretary)? The nominating committee will give preference to current board members for the officer position.