



**Nathan Mains**  
Chief Executive Officer

TO: Secretary, Board of School Directors  
Executive Directors, Intermediate Units  
Directors, Career and Technical Education Centers  
Other PSBA Member Entities

FROM: Nathan G. Mains, Chief Executive Officer

SUBJECT: Appointment of Voting Delegates for the PSBA Delegate Assembly, 2021

DATE: May 21, 2021

The PSBA Delegate Assembly is our association-wide business meeting that includes platform and bylaws consideration, financial updates and leadership election results. The 2021 Delegate Assembly will occur on **Saturday, October 23, 2021 at 9:00 am** at PSBA Headquarters in Mechanicsburg, PA and will also be accessible via Zoom.

The governing body of your school entity may appoint voting delegates(s) who will represent your entity and vote on your behalf.

In response to the many and varied requests for the meeting to be held either in person or online, PSBA has opted to present the gathering in both ways – as a hybrid Delegate Assembly. We will offer access for in-person attendance to the first 100 delegates who register, and all remaining delegates will be able to join us in a fully participatory manner via Zoom. All registered delegates will be able to engage in the debates and votes. Please note that any delegate attending in-person at the PSBA offices will be required to comply with all health, safety and COVID prevention policies in effect at the PSBA facilities. PSBA reserves the right to deny entry to any appointed delegate failing to comply with the precautions that have been put in-place for the safety of our members and staff.

Please be sure that the selection of voting delegate(s) is on the agenda of your board's next meeting. Certification of your delegates can be submitted via the form linked to this email.

The form must be received via the online link, no later than **Friday, July 23, 2021 by 5:00 pm.** Only certified delegates submitted by the deadline can participate.

In late September, PSBA will distribute the final materials. These materials will be distributed via email to the appointed delegates(s), the board president and board secretary.

**Responsibilities:**

Voting delegates officially represent the entire entity in the following ways:

1. Receive reports from the PSBA president, chief executive officer and treasurer
2. Receive the election results for PSBA leadership, including Governing Board officers, Zone Representatives and Sectional Advisors
3. Consider proposals recommended by the PSBA Platform Committee and adopt the legislative platform for the coming year
4. Consider and act upon any proposed changes to the PSBA Bylaws

**Eligibility of Delegates:**

Each PSBA-member entity is entitled to have at least one voting delegate at the meeting. Only school directors, school board secretaries along with members and secretaries of the governing body of other PSBA member entities are eligible to serve as delegates. Assistant and recording secretaries, superintendents or other administrators are not eligible by virtue of such positions. The bylaws require that all entities submitting voting delegates must have paid their current year dues to the association. Under the association's bylaws, appointment of delegate(s) permitted by district class are as follows:

- First Class school districts may appoint up to four delegates
- Second Class school districts may appoint up to three delegates
- Third Class school district may appoint up to two delegates
- Fourth Class districts, Intermediate Units, Career and Technical Education Centers and other PSBA member entities may appoint one delegate

No representative may be appointed by or represent more than one-member entity. For example, a delegate cannot represent or vote on behalf of both the board of a school district and the board of an intermediate unit.

**Cost:**

There is no registration fee to participate in the Delegate Assembly. Travel and other expenses related to attendance are the responsibility of the entity or delegate. An online observation area will be open to any member who is not a voting delegate.

If you have any questions about the Delegate Assembly or appointment of delegates, please contact Sherri Houck at 717-590-5624 or via email at [sherri.houck@psba.org](mailto:sherri.houck@psba.org)