



TO: Board Secretary or Administrative Assistant (PSBA Member Entities)
Other PSBA Member Entities

FROM: Nathan G. Mains
Chief Executive Officer

SUBJECT: **Appointment of Voting Delegates for the
PSBA Delegate Assembly**

DATE: May 3, 2019

The PSBA Delegate Assembly is our association-wide business meeting including platform and bylaws consideration, financial update, and leadership election results. Delegate Assembly will occur **Friday, October 18, 2019** in conjunction with the PASA-PSBA School Leadership Conference. This is an opportunity to have a voice in these important aspects of your professional association!

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

Please make sure that the selection of voting delegate(s) is on the agenda at your board's next meeting so that you can return the enclosed certification form to PSBA no later than June 28, 2019. Please be sure that each voting delegate, the board president and the board secretary sign the certification form. PSBA must have record of certification for your delegate(s) to participate!

Also attached to this memo is a timeline guide for the entire Delegate Assembly and association voting process so that your board can plan accordingly to participate.

PSBA will be in contact with delegates throughout the summer with information pertinent to the meeting in an effort to thoroughly prepare delegates for the Assembly. In September, PSBA will distribute the final materials necessary for your preparation and participation in the Assembly to the named delegate(s), the board president and the school board secretary.

Responsibilities:

Voting delegates officially represent the entire school 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, at-large 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 and 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 school entities sending voting delegates must have paid their current year dues to the association. Under the Association's bylaws:

- First class school districts may appoint four delegates to the Assembly.
- Second class districts may appoint three delegates.
- Third class districts may appoint 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. An observation area will be open to any member who is not a voting delegate.

Please be aware that anyone who wishes to attend the PASA-PSBA School Leadership Conference (October 16-18, 2019) will need to register separately at the applicable rate.

If you have any questions about the Delegate Assembly or the appointment of delegates, please contact Sherri Houck by telephone at (717) 506-2450, ext. 3000; or via email at sherri.houck@psba.org.