



TO: Secretary, Board of School Directors
Executive Directors, Intermediate Units
Directors, Vocational-Technical Schools
Other PSBA Member Entities

FROM: Stuart Knade
Interim Executive Director

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

DATE: June 28, 2013

The governing body board of your school entity is entitled to appoint voting delegates to participate in the PSBA Delegate Assembly to be held on Tuesday, Oct. 15, 2013. **Changes to the PSBA Bylaws approved last October established a new Delegate Assembly that will replace the Legislative Policy Council and perform the Association's platform adoption functions. The Delegate Assembly also will replace and perform the functions of what previously has been known as the annual PSBA Business Meeting, including the approval of amendments to the bylaws. These important changes include a new day and time for the event.** It is important that your school board act soon to appoint its delegate or delegates, and to certify the appointment(s) to PSBA.

The new Delegate Assembly will:

1. Consider and act upon proposed changes to the PSBA Bylaws.
2. Receive reports from the PSBA president and executive director. Beginning in 2014, a treasurer's report also will be presented.
3. Receive the results of the election for officers and at-large representatives. (*Voting upon candidates by school boards and electronic submittal of each board's votes will occur during the month of September 2013*).
4. Consider proposals recommended by the PSBA Platform Committee and adopt the legislative platform for the coming year.
5. Conduct other Association business as required or permitted in the Bylaws, policies, or a duly adopted order of business.

The 2013 Delegate Assembly will meet on **Tuesday, Oct. 15, from 1-4 p.m.** Registration opens at noon. This occurs prior to the regularly scheduled events of the main PASA-PSBA School Leadership Conference.

Voting delegates are not required to pay a registration fee in order to participate in the Delegate Assembly. Members who are not delegates are welcome to observe. Voting delegates that wish to attend the PASA-PSBA School Leadership Conference will need to register separately for the conference subject to normally applicable fees.

The method of appointment of voting delegates for the Delegate Assembly meeting follows the same process used in the past for appointment of representatives to Legislative Policy Council, and the number of delegates allotted to each class of school district or other type of entity has remained the same. Each PSBA-member entity that has paid its current year dues in full is entitled to be represented by at least one voting delegate at the Assembly. Delegates of each entity must be members of the entity's board of directors or other governing body, and must be appointed by majority vote. Under the Association's bylaws:

- First class school districts may appoint four voting delegates to the Assembly.
- Second class districts may appoint three voting delegates.
- Third class districts may appoint two voting delegates.
- Fourth class districts, intermediate units, vocational-technical schools and other PSBA member entities may appoint one voting delegate.
- No representative may be appointed by or represent more than one member entity. For example, a delegate cannot vote on behalf of both the board of a school district and the board of an intermediate unit.

At this time, we are asking your board to choose its voting delegate(s) and return the enclosed response/certification form to PSBA with the names of those individuals by July 31, if possible. Please make sure that the selection of voting delegates is on the agenda at your board's next meeting. If you cannot meet the response deadline due to the scheduling of your next meeting, please return the form to PSBA as soon as possible thereafter. In early September, PSBA will be sending various materials necessary for full participation in the Assembly directly to the named delegates.

If you have any questions about the Delegate Assembly or the appointment of voting delegates, please contact Heather Francis by telephone at (800) 932-0588, ext. 3304; or via email at heather.francis@psba.org.

PSBA 2013 DELEGATE ASSEMBLY

CERTIFICATION OF VOTING DELEGATES

The PSBA Bylaws authorize school districts of the **fourth class, intermediate units, vocational-technical schools or other PSBA member entities** to appoint **one voting delegate** to the 2013 Delegate Assembly, to be appointed by majority vote from among the members of the school entity's board of directors or other governing body. This year's meeting of the Assembly will be held on Tuesday, Oct. 15, 2013, the day prior to the opening session of the PASA-PSBA School Leadership Conference.

Board Secretaries are requested to complete this certification form and return it to PSBA no later than July 31, 2013. Please send to the attention of Heather Francis, Pennsylvania School Boards Association, by mail at P.O. Box 2042, Mechanicsburg, PA 17055, by fax at (717) 506-4716, or via email at heather.francis@psba.org.

Name of school entity _____

Type of school entity: ___ school district ___ intermediate unit ___ AVTS
___ other PSBA-member entity

Please specify home school district of a delegate representing an IU or AVTS:

(please note that no person may serve as the delegate of more than one school entity)

Please check one:

___ Our entity **does NOT** intend to appoint a Voting Delegate.

___ I certify that the following person has been duly appointed as our Voting Delegate:

1. Name: _____

Preferred Mailing Address: _____

_____ Email address: _____

Name of board secretary: _____

Signature of board secretary: _____

Telephone & email of board secretary: _____

Date: _____

