



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

FROM: Nathan G. Mains  
Executive Director

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

DATE: March 3, 2017

The governing body board of your school entity is entitled to appoint voting delegates to participate in the PSBA Delegate Assembly to be held the afternoon of Friday, October 20, 2017. It is important that your school board act soon to appoint its delegate or delegates, and to notify PSBA of the appointment(s).

Voting members of the Delegate Assembly will:

1. Consider and act upon proposed changes to the PSBA Bylaws.
2. Receive reports from the PSBA president, executive director, and treasurer.
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 2017*).
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 2017 Delegate Assembly will meet on Friday, October 20. This occurs at the conclusion of 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 other components of the PASA-PSBA School Leadership Conference will need to register separately for the conference subject to normally applicable fees.**

Each PSBA-member entity is entitled to have at least one voting delegate at the meeting. Only board members and board secretaries are eligible to serve as delegates; **nonmember secretaries, superintendents or other administrators are not eligible**. 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, vocational-technical schools 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 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 certification form to PSBA with the names of those individuals by June 30, 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 September, PSBA will be sending various materials necessary for full participation in the Assembly *directly* to the named delegates at the address listed on the certification form.

If you have any questions about the Delegate Assembly or the appointment of delegates, please contact Teresa DeRoos by telephone at (800) 932-0588, ext. 3420; or via email at [teressa.deroos@psba.org](mailto:teressa.deroos@psba.org)