



Ohio School Boards
Association

TO: Treasurers

FROM: Sally S. Green, President
Dr. Kathy McFarland, Chief Executive Officer

DATE: July 2024

RE: **DELEGATE APPOINTMENT FOR ANNUAL BUSINESS MEETING**

Leading the way as the respected voice of Ohio public education is the vision statement of the Ohio School Boards Association. We are hopeful that your board of education will lend its voice to establish the future of the association at this year's Annual Business Meeting.

Each board of education is entitled to send one delegate to the Annual Business Meeting of the Ohio School Boards Association on Monday, November 11. During the business meeting, delegates will vote on the selection of the OSBA president-elect and proposed changes to the OSBA legislative platform. It is only through the collective insight and direction of our members that OSBA can speak as a unified voice for 705 school districts.

OSBA asks that your board make the selection of a delegate an agenda item at your next board meeting. In the event your board elects to delay this decision, please complete the process once the board acts.

The appointment process is outlined below:

1. **Schedule the appointment of a delegate (and alternate) on the board agenda at the earliest possible time but no later than the August board meeting.**
2. **The delegate must be a current board member. (Superintendents and treasurers are not eligible.)**
3. **The delegate may represent only one board. (This applies to JVSD board members.)**
4. **Upon appointment of a delegate, please log on to your district roster page by logging in at <https://www.ohioschoolboards.org>, then click "My Account", then hover over your district box and click "Edit Roster".**
5. **Find the board members selected to serve as the delegate and alternate and ensure their email address is correct. If it needs to be updated, click "Edit" and update their email.**
6. **Go back to your district page and find the "Delegate" box. Indicate your delegate and alternate. Upon submission, your delegate,**

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alternate and you will receive email confirmations of their selection. **No further action is required.** You may go back in and edit your delegate/alternate at any time up to two hours before the business meeting.

7. While we encourage and hope all delegates will also register to attend the capital conference, they DO NOT have to register for the entire conference to participate. If your delegate is only planning on attending the delegate assembly, they will need to report to the registration desk the morning of the business meeting in order to receive a special "Delegate Only" badge that will allow them to enter the assembly hall.
8. If your delegate IS registered for conference, they will receive information on printing their name badge in a pre-attendee email. Additional information will be *emailed* to the delegates a few weeks prior to the annual business meeting.
9. Delegate ribbons are the official credential and will be distributed to delegates at the Business Meeting door upon a successful check-in scan of their badge.
10. The delegate book will be emailed to them in October.
11. In the event your delegate cannot serve in November, please indicate a new delegate online using the process above or notify OSBA of this change so we may make the change for you.
12. The Business Meeting Briefing will be held virtually prior to the conference. The briefing will provide an overview of the issues being presented at the annual business meeting, along with an orientation session. More information on this meeting will be sent to the delegates and alternates.
13. The Annual Business Meeting will be held on Monday, November 11, at 2:30 p.m. in the Union Station Ballroom at the Greater Columbus Convention Center.

In early October, all board members, superintendents and treasurers will receive an email identified as **Official Business**. It will contain proposed amendments to the platform, constitutional changes and other pertinent information to come before the Delegate Assembly. It will contain the same essential information that will be emailed to delegates prior to the conference. Your board should plan to discuss this business at its October meeting.

If you have any questions about the registration process, the selection of your delegate or the agenda of the Annual Business Meeting, please don't hesitate to contact Brendan Swartz at bswartz@ohioschoolboards.org. We look forward to working with you in November to set the legislative platform of the association for 2025.

Thank you for your assistance with this process and we look forward to seeing you at this year's Capital Conference.

KM:rg