The annual meeting of NCSBA's delegates is scheduled for 4 p.m., Monday, November 18, 2024, in Greensboro, NC. This important meeting is part of the Annual Conference and is the opportunity where school boards can participate in the advocacy and direction of NCSBA's future.

The Delegate Assembly is comprised of up to four primary voting delegates representing each member school board. Primary voting delegates are appointed by their local board. In addition, local boards may indicate board members approved to serve as alternates which do not count towards your four primary voting delegates.

Consistent with NCSBA Bylaws, member boards may appoint up to four voting delegates and as many alternates as deemed necessary. Note that designating the voting delegates and alternates must be done by board action and cannot be accomplished by individual action of the chair or superintendent alone. *The attached form must be received by 5 p.m. November 8, via email or your board will forfeit the opportunity to participate in the meeting. No onsite forms will be accepted.*

Conference Registration Required:
The voting delegates and alternates must be registered to attend. They need not register for the entire conference; they may register for Monday only or just for the Delegate Assembly. For delegates to vote, the voter must first pick up their conference badge before signing in and picking up their voting items at the delegate desk. This will enable them to receive their voting items for the meeting.

Transferring Voting Items Not Allowed:
If a primary voting delegate is unable to attend the delegates meeting, the voting delegate should notify the alternates of the need for a substitution to check in to vote.

Check in for voting delegates will be Monday, November 18, 3 to 3:45 p.m. A guide for prospective delegates is attached. Please share these guidelines with your board and especially with the individuals that your board designates as your voting delegates and alternates.

Thank you for completing the voting delegates form and returning it to NCSBA by 5 p.m., Friday, November 8.

Attachments:

- Voting Delegates/Alternates Form
- Guide for Prospective Delegates

2024 VOTING DELEGATES/ALTERNATES FORM

Please complete and return this form to NCSBA by **5 p.m., Friday, November 8, 2024**. Forms not received by this deadline will result in the board forfeiting their voting privileges for the Nov. 18 meeting. **There will be no onsite registration**.

Voting delegates and alternates must be approved by your board. Your board chair or superintendent should sign this form, affirming that the designation reflects the action taken by the board.

Please note: Voting delegates must be duly sworn members of their school board. Board members attending the meeting that have not been sworn in on their local school board are not eligible to be a delegate or alternate. ***Alternates will be moved to a primary delegate based on the order listed below.*** List as many delegates as your board deems appropriate.

SCHOOL DISTRICT: _____

PRIMARY VOTING DELEGATES

1. Name: _____ Email: _____
2. Name: _____ Email: _____
3. Name: _____ Email: _____
4. Name: _____ Email: _____

ALTERNATE(S)

1. Name: _____ Email: _____
2. Name: _____ Email: _____
3. Name: _____ Email: _____
4. Name: _____ Email: _____
5. Name: _____ Email: _____
6. Name: _____ Email: _____
7. Name: _____ Email: _____

ATTEST

The information provided reflects action by the board of education to designate the voting delegates and alternate(s).

Signature: _____ Email: _____

Board Chair or Superintendent: Date:_____ Phone: _____
(circle one)

Please complete and email this form to communications@ncsba.org by 5 p.m., Friday, Nov. 8.

2024 NCSBA Annual Delegates Meeting
Guide for Prospective Delegates

INTRODUCTION

The decisions adopted during the annual meeting of the delegate assembly establish the direction of our entire organization. These decisions will impact how the association interacts at the state and national levels. As a potential delegate, you will be the voice of your board and take action on matters at hand by voting as directed by your board. The following information is provided to help acquaint you with general procedures.

SELECTION AND QUALIFICATION OF DELEGATES

Pre-registration of primary voting delegates and alternates prior to the assembly is required. Failure to pre-register your delegates will result in your board forfeiting its voice and vote in the 2024 Delegates Meeting. To register your delegates, complete the 2024 VOTING DELEGATES/ALTERNATES FORM**.** A confirmation email will be sent to all voting delegates directly with the instructions for check-in.

Your board should identify up to four (4) primary delegates. In addition, your board should indicate ALL members approved to serve as alternate delegates in case any of the primary delegates are unable to attend. You can indicate as many alternates as you deem appropriate as long as that person is a duly sworn board member and registered for the conference.

Selection of your voting delegates is up to your board of education. Qualifications for being a voting delegate are as follows:

1. Individuals must be a seated member of the board of education of an NCSBA member board. Newly elected board members that have not yet received their oath of office may not serve as a delegate.
2. Individuals must be able to attend the Delegates Meeting on Monday, November 18, 2024, at 4 p.m. in person.
3. Delegates are not required to attend the full NCSBA Annual Conference to participate in the Delegates Meeting. Delegates can register to attend Monday only at a discounted rate or the Delegates Meeting only at no charge. You must register for one of these options.

PRIOR TO ATTENDING

- Review with your board any proposed actions slated for the delegates meeting.
    - Review the proposed NCSBA Legislative Agenda when available. Discuss with your board if there is an amendment they would like you to offer.
    - Review with your board the slate of candidates for NCSBA Board of Directors.
- NCSBA requests that delegates submit legislative agenda amendments prior to the delegates meeting. This step will ensure that the intended action you desire is the result of your amendment. You can email members of the governmental relations team at sbennai@ncsba.org or meet with members of the governmental relations staff at the NCSBA Annual Conference on Monday, November 18, between the hours of 8 a.m. and 2 p.m. in Blandwood room located on the first floor.

ATTENDANCE AT BUSINESS SESSION

- **Detailed Check-In Directions** will be emailed to registered delegates 7 days prior to the meeting.
- Alternates do not need to check-in unless a primary delegate is not coming. Check in for alternates will begin at 3:30 p.m.
- Delegates are requested to be seated (in person) at least (10) minutes before the opening of the meeting.
- Be seated at your assigned seat on time and bring any needed materials with you.
- The meeting will be called to order on time.
- Participate with an open mind in all discussions. Vote as your board has instructed you to vote on those matters that were provided in advance of the meeting. For those matters that arise during the meeting, vote as you feel your board would want you to vote.

DELEGATES WISHING TO SPEAK

- Obtain recognition from the chair.
- State and spell your name for the record. State the name of your board for the record.
- Direct all remarks and discussions to the chair.
- If you make a motion from the floor, provide a copy in writing to an NCSBA staff member to prepare for visual projection to the assembly.