

MEMORANDUM

To: Delegates, Board Presidents, County Association Presidents, School Business Administrators

From: Cynthia J. Jahn, Esq., General Counsel

Cc: NJSBA Officers and Board of Director Members and Alternates

Date: October 10 2017

Re: Semiannual Delegate Assembly
November 18, 2017

Starting Hot Buffet Breakfast 8:00-10:00 a.m.

Time: Meeting 9:00 a.m.

Place: The Conference Center at Mercer
1200 Old Trenton Road
W. Windsor, New Jersey

IMPORTANT NOTICE

Please note registration information page 2.

We hope that every board of education in the state will take advantage of the opportunity to participate in this important policy-making meeting. We look forward to working with the representative from your board at this event.

REGISTRATION

Please register online *immediately* by visiting www.njsba.org/da and clicking “Register Today” on the Delegate Assembly web page to preregister your delegate, alternate or other board member. The hot buffet breakfast is free. Meeting materials, including the delegate’s voting card will be ready for pick-up at the Delegate Assembly registration desk.

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DELEGATE ASSEMBLY AGENDA

The delegates will consider two resolutions, policies for sunset, and the Ad Hoc Charter School Report. These proposals have been placed on NJSBA's website at www.njsba.org/da to permit your board's discussion of the issues. Boards are asked not to instruct delegates on voting but to allow them to be guided by deliberations and discussion taking place on the floor of the Delegate Assembly.

DELEGATE ELIGIBILITY

Each board that is a member-in-good-standing of the Association is entitled to one voting delegate. Under the Association *Bylaws*, a member is considered in good standing when such member is current for their dues.

DELEGATE OR COUNTY REGISTRATION

1. Only board members may be voting delegates.
2. The delegate may only represent, and cast a vote on behalf of, one board of education.
3. Delegates who register at the meeting must be either the delegate of record or alternate of record, or show proof on school district letterhead that they have been designated to represent the board at the meeting.
4. The delegate must show proof of identity at time of registration.

The following can be obtained on the NJSBA website at www.njsba.org/da

- Committee Reports
- Resolutions Subcommittee Report
- Resolutions
- Sunset Policies
- Directions