



Erika Bower <ebower@ridgedaleschools.org>

Fwd: Information on appointing a delegate to the OSBA Annual Business Meeting

1 message

Tacy Courtright <tcourtright@ridgedaleschools.org>
To: Erika Bower <ebower@ridgedaleschools.org>

Tue, Jul 7, 2026 at 9:34 PM

We should add this to the July board meeting.
Thanks

----- Forwarded message -----

From: **Ohio School Boards Association** <osbacomms@ohioschoolboards.org>
Date: Tue, Jul 7, 2026 at 9:23 AM
Subject: Information on appointing a delegate to the OSBA Annual Business Meeting
To: <tcourtright@ridgedaleschools.org>

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“Leading the way as the respected voice of Ohio public education” is the vision statement of the Ohio School Boards Association. We encourage your board of education to lend its voice to help us shape the future of the association at this year’s annual business meeting.

Each board of education may appoint one delegate to represent them at the annual business meeting of the Ohio School Boards Association. This year, the annual business meeting will be held on **Monday, Nov. 16 at 2:30 p.m.** in the Union Station Ballroom at the Greater Columbus Convention Center.

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 through the collective insight and direction of our members that OSBA can speak as a unified voice for 700 school districts.

OSBA asks that your board make the appointment of a delegate and alternate delegate an agenda item at an upcoming board meeting. The appointment process is outlined below:

1. Place the appointment of a delegate and alternate on your board agenda as soon as possible, but no later than your August board meeting.
2. The delegate must be a current board member. Superintendents and treasurers are not eligible to serve.
3. The delegate may represent only one board. (This applies to JVSD board members.)

4. Once a delegate is appointed, please log on to your district roster page by logging in at **www.ohioschoolboards.org**. After logging in, click "My Account", then hover over your district box and click "Edit Roster."
5. Find the board members appointed to serve as the delegate and alternate and ensure their email addresses are correct. If an update is needed, click "Edit" to make the necessary changes.
6. Go back to your district page and find the "Delegate" box. Indicate your delegate and alternate. Upon submission, your delegate, alternate and you will receive emails confirming the district's appointments. No further action is required unless you choose to update your appointments. Changes can be made online at any time up to two hours before the business meeting.
7. While we encourage all delegates to register to attend the OSBA Capital Conference, they DO NOT have to register for the entire conference to participate in the business meeting. 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. Delegates who register for the full conference will receive information on how to print 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 delegates in October.
11. In the event your delegate cannot serve in November, please update your appointments 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.

In early October, all board members, superintendents and treasurers will receive an email identified as Official Business. It will contain any proposed amendments to the platform, constitutional changes and other pertinent information related to 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 appointment of your delegate or the agenda of the annual business meeting, please don't hesitate to contact **Amanda Husmann** at ahusmann@ohioschoolboards.org. Thank you for your assistance with this process and we look forward to seeing you at this year's Capital Conference.



Ohio School Boards Association | [8050 N. High Street, Suite 100](https://www.osba.org/) | [Columbus, OH 43235 US](https://www.osba.org/)

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~Steve Jobs