Article XVII of the OSEA Constitution requires the state association and its chapters to conduct business in accordance with the requirements of the Federal Labor-Management Reporting and Disclosure Act of 1959 (LMRDA).

At the annual Conference, each chapter is entitled to one delegate and one additional delegate for every five members or fraction thereof. However, each chapter is limited to a maximum of 10 delegates.

The required procedures for chapters to elect delegates to attend the annual OSEA Conference are that delegates must be chosen by a secret ballot vote among all dues-paying members attending a meeting called for that purpose. Based on a chapter’s constitution, chapter officer positions may be automatic delegates.

OSEA requires that a notice of the nomination and election be mailed to each member at least 15 days before the meeting. The notice must specify the date, time, place and purpose of the meeting. Here is a sample notice:

OSEA Conference 2020 is scheduled for June 25-27 at the Red Lion on the River (Jantzen Beach) in Portland. At Conference, delegates will be electing: directors for Zones II, IV and VI; and AACSE director and alternate director. They will also approve a budget and consider resolutions.

OSEA Chapter 000 will be nominating and electing delegates to the annual OSEA Conference at a meeting to be held:

- **Date:** Thursday, April 2, 2020
- **Time:** 5 p.m.
- **Place:** Central School Library

*The election will be by secret ballot vote following nominations from the floor. Only dues-paying members are eligible to vote or be elected as delegates.*

*In accordance with Article XIII of the OSEA Constitution, Chapter 000 is entitled to three delegates.*

Following the election, chapter secretaries are required to submit to the OSEA Credentials Committee a registration form for each elected delegate together with a copy of the chapter meeting minutes itemizing the date, time, place of the meeting and the name of each delegate and alternate (if applicable) who was elected or was designated by their chapter constitution as an automatic delegate.