



February 7, 2019

Dear Agricultural Organization Secretary:

Your organization is invited to participate in the Agricultural Delegate Elections of the Board of Trustees of The Pennsylvania State University, which will be held on **May 2, 2019** at University Park (time and location will be sent in a subsequent mailing). The *Charter, Bylaws* and *Standing Orders* are available on the Board of Trustees website at <https://trustees.psu.edu/charter.html>. Please reference the following guidelines when selecting delegates:

- An Agricultural Organization is not entitled to send delegates to participate in the election of Trustees unless it has provided a signed Secretary's Certificate, provided by our office, certifying, among other things, that:
 - the Organization has at least fifteen (15) members in good standing;
 - the Organization has been in existence at least twelve (12) months preceding the election; and
 - each delegate and alternate delegate designated by the Organization is a member of the Organization.

- If an Agricultural Organization has members from multiple counties, it is entitled to send up to three delegates from each such county in which there are at least 15 members, up to a maximum of 9 delegates from any Agricultural Organization.

Please note that only three votes per county are permitted. If there are more than three delegates from a county because there are two or more organizations participating in the election process, each of whom has the ability to appoint three delegates, a caucus will be required to select the three delegates from that county who will cast votes at the May 2 Agricultural Delegate election. For the convenience of the delegates from those counties who are required to caucus, the College of Agricultural Sciences has set aside meeting space in each county for such use on **April 11, at 12:00 p.m.** A listing of caucus locations, along with county contact information, is included in this mailing. If this date/time is not convenient for all delegates from your county, time will be set aside at the **May 2** election for such purpose. The results of any county caucus held prior to May 2 will not be valid or effective unless **ALL authorized delegates** from your county participate in the caucus.

- Enclosed is a Secretary's Certificate which must include up to three names of members of your organization that you would like to serve as delegates. This certificate can be returned to our office via the following methods:

First-class mail:

Office of the Board of Trustees
Secretary
205 Old Main
University Park, PA 16802

Email scanned certificate:

BOT@psu.edu

Fax: (814) 863-4631

The names of the delegates and alternates representing each Agricultural Organization must be provided by the Secretary or other authorized officer to the Secretary of the Board of Trustees at least thirty (30) days prior to the election.

The deadline for submission of the attached secretary's certificate is **April 2**. The date, time, and location of the Agricultural Delegate election, which will be held at University Park, will be sent to you in a subsequent mailing.

Please feel free to contact our office if you have any questions.

Sincerely,



Janine S. Andrews
Director, Office of the Board of Trustees/
Associate Secretary

Attachments or Enclosures

cc. Client Relations Managers
President, Pennsylvania Farm Bureau
Master, Pennsylvania State Grange