The Ohio State Beekeepers Association, Inc.
Nominating Committee
Standard Operating Procedure (SOP)

November 11, 2019
# Table of Contents

Purpose .................................................................................................................................................. 3
Nominating Committee Members ........................................................................................................ 3
Nominations ........................................................................................................................................... 3
    Background checks of Specific Board Nominees based on Financial Access ............................. 4
        The Form .................................................................................................................................... 4
        Determination of Eligibility for Bonding ...................................................................................... 4
        Board Positions with Access to OSBA Financial Activities / Services ................................. 4
    Responsibilities of the Entire OSBA Board ................................................................................. 4
        Duty to Manage Accounts ............................................................................................................. 5
    Absentee and Write-in Ballots ............................................................................................................ 5
    Campaigning for Board Member positions ..................................................................................... 7
    Timeline of Nominating Committee Events ..................................................................................... 7
Election Process ....................................................................................................................................... 9
Letters ................................................................................................................................................... 10
Forms ..................................................................................................................................................... 13
    The Nomination Form ......................................................................................................................... 14
    Background Check Form ..................................................................................................................... 16
OSBA Awards Nominations ................................................................................................................... 25
    Purpose ............................................................................................................................................. 25
    Nominating ...................................................................................................................................... 25
    Award Presentation ............................................................................................................................ 25
    Nominating Committee Conflicts of Interest .................................................................................. 26
    Schedule for Awards Nomination Process ....................................................................................... 26
OSBA Awards Nomination Form ............................................................................................................. 28
PURPOSE

The Ohio State Beekeepers Association, Inc. (hereafter known as OSBA) created the Nominating Committee for the purpose of seeking and submitting names for Board positions and OSBA delegates to Heartland Apicultural Society (HAS), Eastern Apicultural Society (EAS), and American Beekeeping Federation (ABF) as those positions expire and as positions become unoccupied. The Nominating Committee will be responsible for managing elections, developing and monitoring the campaign and election process, and the counting of ballots. OSBA has several award programs (i.e. Beekeeper of the Year, Hall of Fame, Propolis Award and Corporate or Business Award) of which it will be the responsibility of the Nominating Committee to make a deserving and appropriate selection.

NOMINATING COMMITTEE MEMBERS

The Nominating Committee will consist of a Chairperson and a minimum of four members. Members to the Nominating Committee must be OSBA members in good standing.

NOMINATIONS

Nominations to the OSBA Board positions can be made by the nominee, by OSBA members, and by the broader Ohio beekeeping community. (The broader Ohio beekeeping community includes county extension agents, researchers, non-OSBA members, and anyone who knows a beekeeper who has the skills needed by OSBA. You do not need to be an OSBA member to nominate an individual to the OSBA Board. ) Nominees to the OSBA Board still must meet the guidelines of Board membership per the OSBA governing documents. Completed Nomination Forms will be required by everyone per IRS guidelines. In the event of successfully being elected by write-in votes, that elected person will be required to submit a completed Nomination Form. The following letters and forms will be sent to the nominees:

- A blank Nomination Form
- A Nominating Committee Letter
- A Nominee Biography Questions for OSBA Newsletter
- A Nominee Background Check with OSBA Insurance (for financially responsible positions)

The above Letters and Forms can be found later in the sections titled Letters and Forms.
Background checks of Specific Board Nominees based on Financial Access

The Form
The attached Form is for background checks that must be conducted for those nominees for Board positions directly responsible for OSBA bank accounts, PayPal, accounts payable and receivable, deposits and check writing.

Determination of Eligibility for Bonding
The OSBA insurance company determines who is bondable for the OSBA insurance coverage to protect OSBA. The background check form was/is created by the insurance company, and will be sent by the Nominating Committee to applicable nominees. The Nominees will send their completed background check form directly to the OSBA insurance agent to forward to the insurance underwriter for review. The OSBA Insurance agent will provide an answer of “yes” or “no” to verify if the nominee is “bondable” according to the OSBA insurance coverage. The OSBA Nominating Committee will not have access to the insurance underwriter’s background check review, nor to any social security number of any nominee.

Board Positions with Access to OSBA Financial Activities / Services
There is no guarantee any officer or Administrator can/may have access to the OSBA funds based on skill set, easy access to the bank, or competence with PayPal (or similar online payment process). At this time, the OSBA webmaster is the Administrator of PayPal, the OSBA Treasurer must have access to all financial aspects; and one other officer or Administrator who meets the requirements of: close to a bank, computer competence, and adherence to OSBA (and Generally Accepted Accounting Principles) financial policies and procedures.

Responsibilities of the Entire OSBA Board

- **Duty of care** – This involves being active in the organization’s activities and understanding its mission.
- **Duty of loyalty** – Board members must acknowledge that the interest of the charity and its work must be the top priority. Charitable boards should develop and follow conflict of interest policies to avoid transactions that unfairly enrich the charity’s leaders.
- **Duty to manage accounts** – A charity must be fiscally accountable. Board members must track budget data and establish and monitor internal controls.
- **Duty of compliance** – Charities have important legal obligations. Board members must ensure that their charity follows registration requirements, solicitation laws and tax provisions. [https://www.ohioattorneygeneral.gov/Business/Services-for-Charities/Resources-for-Nonprofit-Board-Members](https://www.ohioattorneygeneral.gov/Business/Services-for-Charities/Resources-for-Nonprofit-Board-Members)
**Duty to Manage Accounts**

Board members are responsible for the charity’s financial stability and accountability. They accomplish this primarily by establishing procedures to help the organization operate in a fiscally responsible manner. Trustees or board members should:

- Develop policies and procedures that protect the organization’s business interests and operations.
- Develop annual budgets that provide clear direction for all organizational spending. The budget should be a blueprint of the board’s program plans and should be routinely monitored, tracked throughout the year and revised as necessary.
- Ensure maintenance of accurate records of all income, expenditures, transactions and activities throughout the year — for the board and in all organizational operations.
- Establish appropriate internal accounting systems, including checks and balances, so one staff member or volunteer does not have total control over finances and so theft and improper spending can be identified quickly.
- Prudently invest and reinvest assets.
- Develop fundraising goals and policies and assist the organization in acquiring resources for its programs.
- Make certain that fundraising appeals are presented honestly and fairly by monitoring the performance of fundraising professionals and volunteers.
- Insist on the best value for goods and services through comparisons and an informed bidding process.
- Ensure that board minutes are kept to indicate board approval of expenditures and investments and to show that informed discussions were held before approval of such transactions.

[https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Business/GuideforCharityBoardMembers.aspx](https://www.ohioattorneygeneral.gov/Files/Publications-Files/Publications-for-Business/GuideforCharityBoardMembers.aspx)

**Absentee and Write-in Ballots**

1) Absentee ballots are permitted. The mailed ballot must be in an envelope with the name and address of the OSBA member on the outside of the envelope. This is to prevent multiple voting by one member. The absentee ballot must be received by the Thursday preceding the day of the Fall Conference. Any ballots received after this date will not be counted. The absentee ballot will not be opened until ballot counting and will not be used to record or monitor the member’s vote. Completed absentee ballots will be mailed directly by the voter to the Nominating Committee Chairperson’s address with “Attn: OSBA ballot”. This address will be listed in the OSBA Fall Newsletter on the absentee ballot. If the Nominating Committee Chairperson is seeking election/re-election the Nominating Committee will determine the applicable mailing address for the absentee ballots.
a) The Absentee ballot must be designed and the text provided to the Newsletter Editor for publication in the fourth Quarter OSBA Newsletter.

b) Absentee ballots must be validated the same as in-person voting at the OSBA Fall Conference. The ballot must be verified it is from an eligible OSBA member in good standing. Therefore, the absentee ballot printed in the OSBA Newsletter during the voting period will contain the following information at the top of the ballot:

   For verification of eligibility to vote this completed Absentee ballot must be mailed to the address on this Absentee ballot in an envelope with the OSBA member’s full name and mailing address in the return address section of the envelope. An eligible voter is an OSBA member in good standing per the OSBA governing documents. The absentee ballot must be received by the Thursday preceding the day of the Fall Conference. Any ballots received after this date will not be counted.

   The name and address on the envelope will be validated prior to opening the envelope. If an envelope does not contain a return address in the upper left corner of the envelope, it will be deemed an invalid Absentee ballot, and it will not be opened or counted in the election.

c) The OSBA Nominating Committee Chairperson shall bring all Absentee Ballots received in the mail per the timeframe to receive the Absentee Ballots. The Absentee Ballot envelopes will remain sealed until the ballots are counted once the election closes at the OSBA Fall Conference. Any Ballot opened prior to the ballot count will be deemed invalid.

d) If an absentee ballot is determined to be an eligible OSBA member per the return address on the envelope, the envelope will then be opened and counted with all of the ballots at the OSBA Fall Conference. The envelope will be stapled to the back of the Absentee ballot for proof of eligibility.

e) OSBA Board and Committee members who are volunteering at the Conference are encouraged to vote via Absentee Ballot to ensure their vote is cast. During the Conference volunteers will be unable to step away from their post to cast a ballot. To ensure OSBA volunteers are able to vote, the Nominating Committee encourages them to cast an Absentee Ballot.

2) Write-in candidates are permitted under the following guidelines;

   a) The name on the write-in ballot section must be spelled correctly using first and last name

   b) The home address or name of home club or home city of the write-in candidate must be used to avoid any like named persons.

   c) The candidate must be an OSBA member in good standing.
3) The ballots will be printed for the OSBA Fall Conference by mid-October. The ballot must be the same as that printed in the OSBA Newsletter, but without the mailing instructions for an Absentee ballot. The ballots will be printed on a colored paper for ballot protection, and visibility. The font will be large enough to be easily readable without bi-focals. The Ballot language will be proof-read by the entire Nominating Committee, and three people unassociated with the Nominating Committee to ensure spelling, grammar, and reading comprehension.

4) As the OSBA Treasurer maintains the archive of election ballots, the OSBA Treasurer will print the final ballots for the Conference by mid-October. The Treasurer has the ability to remit payment for the ballot printing, and can readily place the blank ballots in the ballot box to transport to the OSBA Fall Conference.

**Campaigning for Board Member positions**

Campaigning prior to the OSBA Fall Conference will be permitted on the perspective candidate’s time and place. Campaigning during the OSBA Fall Conference is not permitted. Campaigning during and at the OSBA Fall conference may subject you to removal from the conference.

Adapted from the Ohio Revised Code 3501.35 No loitering or congregating near polling places.

No person shall loiter, congregate, or engage in any kind of election campaigning within the area containing the polling place and if the line of electors waiting to vote extends beyond the voting venue, within ten feet of any elector in that line.

Endorsement of fellow Board or Committee members: To protect the OSBA Board from inappropriate campaigning that could challenge our nonprofit status, OSBA and its Board, even individual Board members cannot endorse any other Board member using their official OSBA Board member title as part of any endorsement.

**Timeline of Nominating Committee Events**

1 - Beginning in July, the Nominating Committee will hold its first meeting to assess the needs for Board members and begin the search. OSBA has several award programs (i.e. Beekeeper of the Year, Hall of Fame, Propolis Award and Corporate or Business Award) of which it will be the responsibility of the Nominating Committee to make a deserving and appropriate selection. Also, OSBA delegates to regional and national groups will be also be reviewed by the Nominating Committee.

2 - August and September should be the time to submit names for ballot printing and sending the Nominee biographies to the OSBA News Editor for Fall Newsletter publication.
3- Fall Conference will require the Committee to assign responsibilities for staffing the voting table and counting ballots.

4- At the January Board meeting the President will submit to the Board names to be confirmed for appointment for the Regional Representatives as presented for consideration by the Nominating Committee.

5- At any time during the year, should a Board position become vacant, the Nominating Committee will assist in finding a replacement. The replacement will be made by the Board of Directors according to Article VII, Section 3 of the Constitution.
ELECTION PROCESS

A voting table will have all of the ballots, an OSBA membership list and the zip-strip secured ballot box. OSBA Fall Conference name tags will have a number on them that corresponds with the membership list that is in alphabetical order. When a member goes to the voting table to vote, that number on the name tag or last name will allow the name to be checked off of the membership list by highlighting the entire member line and the member will be given a ballot. The highlighted name must be double checked to insure the proper name has been highlighted. Each voting table volunteer will have a different color highlighter. If a new member wants to vote it will be necessary for the voting table staff to go to the OSBA table and get the new member’s name prior to checking off the new member’s name and giving the new member a ballot. Three OSBA members will be needed to count the ballots over the lunch hour. Anyone running for an office will be ineligible to participate in the counting process. After the ballots are counted and recorded, the ballots are placed back into the ballot box, secured with zip-strips, and returned to the Treasurer. Announcement of the election will occur at the final session of the OSBA Fall Conference by the Nominating Committee Chairperson, if not running for an office, or one of the counters. Should a tie occur, the tie will be announced as such and the winner will be determined by the OSBA Board at a special meeting prior to the final session of the OSBA Fall Conference. In addition to announcing the election results during the final session, the results will be posted on the OSBA website, and put into the next issue of the OSBA Newsletter.
Dear Prospective and Current Regional Directors and Representatives:

The OSBA Board and membership would like to take this opportunity to thank you for volunteering your service and time in committing to the continued endeavors, programs, policies and procedures of OSBA. It is individuals like yourself and your dedication and passion for beekeeping that OSBA will continue to be an asset to the Ohio beekeeping community.

Each of the nine regions in Ohio have one Regional Director and one Regional Representative. Both the Director and Representative have the same job and responsibilities. The only difference is the manner in which each acquire their position and their term of office. The Director is elected by the OSBA membership at the OSBA Fall Conference and is elected for a three year term. The Representative is appointed by the OSBA President, and confirmed by the OSBA Board, at the January Board meeting, for a one year term.

The Constitution of The Ohio State Beekeepers Association, Inc. will contain more information about OSBA and, specifically, the duties and responsibilities of all Board members. Article VII of the Constitution has information on the Director position. Article VIII of the Constitution has information on the Representative position. Both of these positions can be found at the following link: http://www.ohiostatebeekeepers.org/about-osba/constitution/

As easy reference to both of the Articles, the Sections about Job Duties and Responsibilities is included and follows.

An OSBA Board Member's duty is to support OSBA's mission, programs, Constitution, and Bylaws. Representation of local beekeeping associations and beekeepers will include; visiting local associations, promoting cooperation, collaboration and support of OSBA.

- All Board Members must participate in a minimum of 80% of Board Meetings in each calendar year
- Become a Chairperson of one of the Committees when available
- Become actively involved in Committees

Monthly reports to the OSBA Treasurer will be necessary for any reimbursements or in-kind donations. Monthly reports to the OSBA President should also include Regional activities. Quarterly reports must be submitted for the OSBA Newsletter per publishing deadline. Finally, Board Members are expected to exercise ordinary and reasonable care in the performance of duties, be willing to recuse themselves due to conflict, and exhibit honesty and good faith of conduct.

Thank you again,

OSBA Nominating Committee
The following letter is to be sent to candidates running for the offices of; President, Vice-President, Treasurer, Secretary, Regional Directors and Regional Representatives.

Put date here

Dear Prospective OSBA Board Member:

You may have received a separate letter containing information about the duties and responsibilities of the OSBA Board or delegate position for which you are applying. Additionally, this letter contains a list of questions to be used in creating a biography that will appear in the OSBA Quarterly Newsletter. The biography you create will allow the OSBA membership the opportunity to get to know you and make a more informed voting decision. This biography must be submitted to the Nominating Chairman no later than September 10 to meet the publication deadline. Please share information about yourself and why you want to be on the OSBA Board or as a delegate by responding to the six topics and questions below:

1. List any past experiences you might have in bringing a project to completion.
2. List any special skills you might have that would be useful to OSBA.
3. List any Beekeeping Clubs you belong to and committees and leadership roles in which you have been involved.
4. Will you be able to make the necessary time commitment and be accessible as a Board Member?
5. Have you read and do you understand the job and responsibilities of your position?
6. After looking at the OSBA Committee List (in the Newsletter and on OSBA’s website), on what Committee(s) do you have willingness to be a committee member?


From the OSBA Nominating Committee, the OSBA Board and beekeepers throughout Ohio I want to thank you for becoming involved. Your involvement will greatly benefit you, your area and OSBA.

Respectfully submitted,

OSBA Nominating Committee
Sample Biography

This sample biography is meant to illustrate the acceptable format to be submitted to the OSBA Nominating Committee. This format will present to the OSBA membership a standardized method of comparison, showing the skills, experience, and knowledge the candidate would bring to the OSBA Board of Directors. The biography must be submitted as a Word document or in a PDF format only for ease in sharing it with the Nominating Committee, and uploading it the OSBA Nominating Committee webpage. Any variation from this format will not be accepted by the OSBA Nominating Committee.

Please type your responses on this form

Your Name: Anna Botsford Comstock

Today’s date: Sept. 18, 2019

OSBA Board Position Sought: Webmaster (not an elected position, just used for this example)

1. List any past experiences you might have in bringing a project to completion.
   - Creator and Founder/Owner of ABC Computer Designs and Software
   - 15 years of experience designing, managing, trouble-shooting business computer software, websites, and social media
   - Received regional advertising design award for in 2018 for two Fortune 500 clients.
   - Chairperson of Digital Services Committee tasked to restore United Way regional digital communication network after city-wide tornado flattened four United Way hubs. Restored digital service to support United Way activities within two days of catastrophe.
   - Created and manage our County Bee Club website for 6 years, expanding the club outreach and education increasing membership participation 42%.

2. List any special skills you might have that would be useful to OSBA.
   - Bachelor’s degree from The Ohio State University in Computer Science; minor in Graphic Design
   - 15 years of experience designing, managing, trouble-shooting business computer software, websites, and social media
   - Volunteer with Junior Achievement teaching web design, marketing, social media use.
   - 35 hours of United Way sponsored Volunteer Nonprofit Board Member Training during 2017

3. List any Beekeeping Clubs you belong to and committees and leadership roles in which you have been involved.
   - Webmaster of the Cornell County Bee Club website for 6 years, expanding the club outreach and education increasing membership participation 42%.
   - Created social media pages for the bee club, training members in posting design, timing, and communication, increasing the Club’s social media interactions by 72%.
   - Member of the Cornell County Bee Club 2016 Nominating Committee; Cornell County Bee Club 2017 Fair Booth Volunteer Manager leading our Fair Booth committee to a
82% increase in booth honey sales, and an increase of 78% visitor/customer rate at our booth.
- Each year from 2016 to 2019 as a member of the Nominating Committee with the Cornell Club, as Chair of the committee we consistently secured a minimum of two candidates for each open Board position.

4. **Will you be able to make the necessary time commitment and be accessible as a Board Member?**
While my company has expanded, increasing staff 82%, I have reduced my work week to 3 days so I can devote more time to my beekeeping, and the extra duties of volunteering with the state association. To accomplish quality work, collaborate with my fellow volunteers, and provide the needed support in skills, time, energy, and attention to Ohio State Beekeepers Association, I have adjusted my schedule to provide the necessary commitment.

5. **Have you read and do you understand the job and responsibilities of your position?**
I have read, understand, and accept the specific duties and responsibilities of the position of webmaster as they are defined in the nonprofit’s governing documents, and Standard Operating Procedure (SOP) for this volunteer position.

6. **After looking at the OSBA Committee List (in the Newsletter and on OSBA’s website), on what Committee(s) do you have willingness to be a committee member?**
- Nominating Committee
- State Fair Committee
- Marketing and Education Committee

---

**FORMS**

*All forms are subject to change due to change of insurance carriers, technology, IRS guidelines, Generally Accepted Accounting Principles, and similar.*
The Nomination Form

This form is to be sent to all prospective Board members.

OSBA
Nomination Form

Date___________

Applicant Information
Last Name______________________________ First Name__________________ M.I.______
Street address______________________________________________________________
City____________________________ State_______ Zip___________________
Phone_________________________ Email address____________________________
Position Applied For_____________________________________________________________

Are you a member of a local beekeeping association? YES NO
Have you held a leadership role in your local beekeeping organization? YES NO
   If yes, what club?_____________________________________
   What position?_______________________________________
How many years have you been a beekeeper? ____________

Why do you like beekeeping?

Why are you applying for this position with OSBA?

What skills do you bring to the position?

How can you apply your skills to help OSBA?
Please list three references (preferably references from projects on which you worked / volunteered).

Full Name______________________________ Relationship____________________
Company______________________________ Phone_________________
Address_________________________________________________________________

Full Name______________________________ Relationship____________________
Company______________________________ Phone_________________
Address_________________________________________________________________

Full Name______________________________ Relationship____________________
Company______________________________ Phone_________________
Address_________________________________________________________________

NONPROFIT REQUIRED INFORMATION
The following must be completed due to the IRS 990 tax filing for OSBA, the Unified Business Registration application, and Standards for Excellence for nonprofits.

Are you related to a current OSBA Board member? YES NO
If YES, list their name(s)________________________________

Do you currently provide any contracted services to OSBA? YES NO
If YES, list the contracted service(s):

Will you sign & comply with a conflict of interest policy while serving as a Board member of OSBA? YES NO

Are you a citizen of the United States of America? YES NO

Are you under investigation / been convicted of a crime related to:
Corruption YES NO
Irregular or unauthorized use of public resources YES NO
Substantial unauthorized or irregular use of, or substantial mismanagement of public resources YES NO
Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety, or harm to the environment. YES NO

As required by our insurance:
Have you given written notice under any insurance policy which might give rise to a claim? YES NO
Are you cognizant of any act, error or omission which you have any reason to suppose might afford valid grounds for any future claim? YES NO

IF YOU ARE APPLYING FOR Heartland Apicultural Society (HAS), Eastern Apicultural Society (EAS), or American Beekeeping Federation (ABF) Representative / Director

You must be willing to serve on at least 1 committee during the year with HAS or EAS or ABF
You must regularly submit meeting reports/minutes to the OSBA Board
You may remit up to ½ of the costs to attend the yearly HAS or EAS of ABF Conference up to $600 (the amount remitted may be adjusted each year by the OSBA Board based on the conference location).
Background Check Form

The attached Form is for background checks that must be conducted for those nominees for Board positions directly responsible for OSBA bank accounts, PayPal, accounts payable and receivable, deposits and check writing.

I give Ohio State Beekeepers Association permission to have the Insurance Company confirm I will be qualified to be covered by the crime portion of the policy.

Name
Address
SS#
Position
Signature

Upon completion of this form please email directly to andy_cupp@hummel-plum.com
Nominee Biography

This biography form is the only acceptable format to be submitted to the OSBA Nominating Committee by each nominee. This format will present to the OSBA membership a standardized method of comparison, showing the skills, experience, and knowledge the candidate will bring to the OSBA Board of Directors. Your biography must be submitted as a Word document or in a PDF format only for ease in sharing it with the Nominating Committee, and uploading it the OSBA Nominating Committee webpage. Any variation from this format will not be accepted by the OSBA Nominating Committee.

Please type your responses on this form.

Your Name:__________________________________________          Today’s date:___________

OSBA Board Position Sought:________________________________

1. List any past experiences you might have in bringing a project to completion.
Type your answer here.

2. List any special skills you might have that would be useful to OSBA.
Type your answer here.

3. List any Beekeeping Clubs you belong to and committees and leadership roles in which you have been involved.
Type your answer here.

4. Will you be able to make the necessary time commitment and be accessible as a Board Member?
Type your answer here.

5. Have you read and do you understand the job and responsibilities of your position?
Type your answer here.

6. After looking at the OSBA Committee List (in the Newsletter and on OSBA’s website), on what Committee(s) do you have willingness to be a committee member?
Type your answer here.
Volunteer Activity
OSBA Board Election Ballot Counting

As a volunteer for The Ohio State Beekeepers Association, Inc. you become a member of a dedicated team of volunteers that provide the highest quality service to our members, their families, and the general public. Through the generous gift of your time, skills, patience, and energy you are supporting the mission of OSBA. The greatest reward through volunteering is the special feeling that comes to those who give of themselves to the betterment of others and OSBA. Volunteering is a great way to learn new skills, serve your community, and meet new people.

Please take the time to read this volunteer information. As a volunteer you are greatly appreciated, and we want your volunteer experience to be enjoyable. If you have any questions, please feel to contact the OSBA volunteer leader for this activity. Thank you for volunteering!

Volunteer Task

Count the ballots cast for Board members, Officers, and Regional Directors and present to the OSBA Leadership for announcement at the OSBA Business meeting.

Prohibitions:
No member of the Nominating/Ballot Counting Committee is to accept any ballot handed to them directly, nor are they to place another persons’ ballot into the ballot box, while it is locked, or unlocked.

No Ballot Counting volunteers may also be running for an elected position on the Board of OSBA.

Volunteer Responsibilities:
1. Nominating Committee Chairperson will review and ensure the ballots prepared and presented at the Conference contain the nominated names and other guidelines as specified in the governing documents of OSBA for an eligible ballot. The ballot box will be “locked” with zip ties to secure the box lid on an empty ballot box. (Additional zip ties will be stored inside the ballot box, as well as other supplies the committee may need, such as colored pencils.)

2. Volunteers staffing the Ballot Count at the OSBA Conference will place the locked ballot box at the Conference at the OSBA Table in the vendor area.
a. The Nominating Committee Chairperson will place any absentee mailed in ballots he/she has received into the ballot box with the viewing approval of the Ballot Table Volunteer.

3. The Ballot Box must be monitored at all times by a volunteer(s) at the OSBA table or a Nominating Committee member.

4. The Nominating Committee will collect the secured box from the Ballot casting area at the announced time when voting has concluded.

5. The Nominating Committee Chair will secure at least two other individuals to count the ballots that have been cast and placed into the ballot box.

6. The Ballot Counters will count the ballots in a secure, private room, recording the ballot count for announcement during the OSBA Business meeting at the end of the Conference.

7. The Chairperson will cut the zip ties to the ballot box when the Ballot Counters are ready to count the ballots, and in a secure room. The zip ties should only be cut when the process is ready to begin. Any ballot box with zip ties cut prior to being secured in a private room with ALL of the Counters present, may invalidate the vote.

8. The Ballot Counters will tally the ballot count on a BLANK ballot.
   a. As each ballot is reviewed, approved, counted, and recorded each person will initial the ballot with the included colored pencil. Ballots will be marked in a corner of the ballot so as not to impede or alter any markings on the ballot by the person who cast the ballot.

   b. Absentee ballots are permitted. The mailed Absentee ballot must be in a sealed envelope with the name and return address of the OSBA member on the outside of the envelope. This is to prevent multiple voting by one member. Completed absentee ballots will be mailed directly by the voter to the Nominating Committee Chairperson’s address with “Attn: OSBA ballot”. The absentee ballot must be received by the Thursday preceding the day of the Fall Conference. Any ballots received after this date will not be counted.

   c. Absentee ballots must be validated the same as in-person voting at the OSBA Fall Conference. The ballot must be verified it is from an eligible OSBA member in good standing. Therefore, the absentee ballot printed in the OSBA Newsletter during the voting period will contain the following information at the top of the ballot:

      For verification of eligibility to vote this completed Absentee ballot must be mailed to the address on this Absentee ballot in an envelope with the OSBA member’s
full name and mailing address in the return address section of the envelope. An eligible voter is an OSBA member in good standing per the OSBA governing documents.

The name and address on the envelope will be validated prior to opening the envelope. If an envelope does not contain a return address in the upper left corner of the envelope, it will be deemed an invalid Absentee ballot, and it will not be opened or counted in the election.

d. The OSBA Nominating Committee Chairperson shall bring all Absentee Ballots received in the mail per the timeframe to receive the Absentee Ballots. The Absentee Ballot envelopes will remain sealed until the ballots are counted once the election closes at the OSBA Fall Conference. Any Ballot opened prior to the ballot count will be deemed invalid.

e. If an absentee ballot is determined to be from an eligible OSBA member per the return address on the envelope, the envelope will then be opened and counted with all of the ballots at the OSBA Fall Conference. The envelope will be stapled to the back of the Absentee ballot for proof of eligibility.

f. When the count is completed all members of the Counting Volunteers will print their names, sign, and date the Ballot Tally.

9. The Counting Volunteers will determine as a group, by majority vote, if a mark on a ballot for an issue or candidate is a valid mark or not. The Counting Volunteers will determine as a group, by majority vote, if a write-in candidate name is legible and clear such that a person not associated with OSBA would be able to determine the letters that comprise a name. (i.e. A person not associated with OSBA, would be an auditor/CPA/government official.)

10. The Nominating Committee Chairperson, if not running for an office, will return the counted ballots to the ballot box, and secure the ballot box with two zip ties. The box and final Ballot Tally will be provided to the OSBA Leadership to announce the results at the OSBA Business Meeting. The Nominating Committee Chairperson shall retain the signed Ballot Tally for the announcement of the election results at the Fall Conference Business Meeting. The secured ballot box will remain “locked” until the vote has been announced, and in possession of a Nominating Committee member or Treasurer.

11. The OSBA Treasurer will receive the locked ballot box to secure the ballots with the financial records/archive once the vote has been announced, all candidates/write-ins accept the vote results, and the election has been certified.

Support information:
Volunteers will need to stand or sit the entire/most of the time, while monitoring the ballot box and counting ballots.

- **Please dress professionally.** Volunteers must dress appropriately for their assigned areas and tasks. Please wear comfortable shoes to stand for at least two (2) hours. For your safety, please do not wear shorts, sandals (flip flops, open toed shoes) or clogs. Heavy
perfume and bulk jewelry should be avoided. Khakis and/or jeans can be worn. Clothing must be well maintained and fit appropriately. Clothes must be neat, clean and appropriate for a business conference environment.

- No smoking is permitted within the venue.
- Volunteers are responsible for reporting any incident involving injury (however minor) to themselves, a fellow volunteer, or a guest at an OSBA event. Contact the Volunteer Leader or other responsible OSBA Leader to record information.

Volunteers must not:
- accept or ask for money or gifts, not related to your volunteer tasks while staffing your volunteer position
- solicit professional advice for yourself while staffing your volunteer position
- attempt to sell personal items while staffing your volunteer position
- maintain a detailed, lengthy conversation with visitors/volunteers at the OSBA Ballot/Voting table; the line needs to keep moving
- Have friends or relatives (including children) visiting with you while staffing your volunteer position.

Please come to your volunteer post ready to work. Please take care of personal ablutions, snack, etc. prior to staffing your volunteer post.

**Date/Time commitment:**

**LIST DAY AND DATE**

**Please arrive by 8 a.m.** (registration opens at 7:30 a.m.)

Your time is greatly appreciated at this volunteer activity from: 8 a.m. - 12:45 p.m.

*Your volunteer leader for this activity will determine specific times for your presence to monitor the ballot box, and count the ballots.* (Time may vary slightly due to unforeseen circumstances, such as loss of electricity to the building delaying the start of the conference.)

**Venue:**

**LIST VENUE IF OTHER THAN** - -Tolles Career and Technical Center, 7877 US-42, Plain City, OH 43064

**Volunteer Leader for this activity:**

**LIST NAME**, Nominating Committee Chairperson

**Volunteer committee:**

**LIST COMMITTEE MEMBER NAMES**
OSBA Nominating Committee

Request for Reimbursement of Pre-ordered Lunch for Ballot Counters

Please remit payment for lunch at the ENTER DATE OSBA Fall Conference and Annual Meeting for the following volunteer services for ballot counting.

Ballot Counter #1: PLEASE PRINT

Name:________________________________________________________
Mailing address: ______________________________________________
City:_____________________________________ State:_____ Zip code:_________
Phone number: ________________________________________________
Email:______________________________________________________

Ballot Counter #2: PLEASE PRINT

Name:________________________________________________________
Mailing address: ______________________________________________
City:_____________________________________ State:_____ Zip code:_________
Phone number: ________________________________________________
Email:______________________________________________________

Ballot Counter –ALTERNATE IF APPLICABLE: PLEASE PRINT

Name:________________________________________________________
Mailing address: ______________________________________________
City:_____________________________________ State:_____ Zip code:_________
Phone number: ________________________________________________
Email:______________________________________________________

To be submitted by the Nominating Committee Chairperson to the OSBA Treasurer immediately after the ballots are counted.
Date

Dear (insert name of Organization Leader),

Ohio State Beekeepers Association, Inc., is pleased to inform you that we have selected (insert name) as our delegate to your organization for the following timeframe: 2020-2021.

Along with the roles and responsibilities designated by your organization, OSBA is requiring the following of our delegate to your organization.

- Serve on at least one committee as the OSBA Representative
- Participate on regular conference calls – schedule to be determined by your organization for the Delegates/Representatives
  - Provide written updates to the board about the meetings;
- Volunteer at your organization’s conference as a member of at least one committee;
- Attend conference workshop sessions and provide a written report of each session for publication in the OSBA Newsletter.
- For ABF the Delegate must be willing to sell raffle tickets for the Honey Queen Program during the Conference.
- For the EAS Representative, an auction basket representing Ohio hive products must be compiled (paid for by OSBA) and with the approval of the OSBA Executive Committee;
- Other duties per your organization’s job descriptions

I know that the OSBA board and our membership looks forward to learning more about (organization) through our delegate’s participation and sharing of information of (organization’s) activities.

Sincerely,

Terry Lieberman-Smith
President, Ohio State Beekeepers Association, Inc.
Connecting Beekeepers Across Ohio
2019 Board Candidates
Vote for One Candidate in each category, or write-in a candidate.

OSBA members may only vote once.

OSBA President-candidates
☐ Tim Arheit
☐ Peggy Garnes
☐ Write-in candidate-______________________________________________________________

First Name       Last Name       Home City/Home Bee Club

OSBA Treasurer- candidates
☐ Rod Pritchard
☐ Write-in candidate-______________________________________________________________

First Name       Last Name       Home City/Home Bee Club

Erie Basin Regional Director -candidates
☐ Linda Miller
☐ Sonny Ward
☐ Write-in candidate-______________________________________________________________

First Name       Last Name       Home City/Home Bee Club

Top of Ohio Regional Director -candidates
☐ Dwight Wells
☐ Write-in candidate-______________________________________________________________

First Name       Last Name       Home City/Home Bee Club

Maumee Valley Regional Director-candidates
☐ Jamie Walters
☐ Write-in candidate-______________________________________________________________

First Name       Last Name       Home City/Home Bee Club

Write-in candidates are permitted under the following guidelines:

- The name on the write-in ballot section must be spelled correctly using first and last name.
- The home address or name of home club or home city of the write-in candidate must be used to avoid any like named persons.
- The candidate must be an OSBA member in good standing.
OSBA AWARDS NOMINATIONS

Purpose

OSBA has four awards that are available to individuals, groups, companies and corporations in Ohio that exemplify good beekeeping practices and promote beekeeping within the Ohio community. These awards are:

1. Beekeeper of the Year – Awarded to an Ohio individual who promotes beekeeping within the community and encourages collaboration and cooperation among other beekeepers, clubs and organizations.
2. Propolis Award – Awarded to an Ohio individual who goes above and beyond expectations in bringing and holding together the beekeeping community.
3. Hall of Fame – Awarded to an Ohio individual that has exhibited life time achievements that have made positive affects to the entire beekeeping community.
4. Corporate or Business Award – This award is for any entity doing business in Ohio and has promoted sustainable beekeeping through education, healthy environmental practices and sharing of its resources.

Nominating

Nominations for the above Awards can be made by completing the OSBA Awards Nomination Form, and submitting the form to the Nominating Committee through any OSBA Board Member or directly to the Nominating Committee Chairperson by the due date published in the newsletter. The Nomination form must be completed. The form cannot be transferred to another format or written directly into an email. The form itself must be utilized and the completed form submitted for the nominee to be considered.

Award Presentation

The Nominating Committee will accept and review all nominations submitted on the official OSBA Awards Nomination Form, within the approved timeframe, for each OSBA Award. The review process will include, but not be limited to, discussion and verification of information and references made on the OSBA Awards Nomination Form. Nominations are made on an annual basis, but are not guaranteed to be awarded each year. Awards will be presented to only deserving awardees upon completion of the application, the score of the application, and
review and verification of the information presented in the applications by the Nominating Committee with a majority vote.

Nominating Committee Conflicts of Interest

The Nominating Committee will require any member of the Nominating Committee to recuse themselves from reviewing/voting for any nominee that would cause an observer or third party to question whether a Committee member can be objective or impartial because of a competing interest where they may have dual allegiance to the Nominee. The Nominating Committee may seek an additional OSBA Board / general member to participate on the Nominating Committee to ensure a fair, transparent, and objective committee review process.

Schedule for Awards Nomination Process

OSBA will begin seeking nominations on July 1st and published in the 3rd Quarter newsletter

The deadline to receive nominations will be the 1st Sunday in August.

The Nominating Committee will begin to review the nominations and verify the information on the 1st Sunday in October (allowing 2 months to receive nominations).

The Committee Chairperson will contact by email, or telephone the person submitting a completed OSBA Nomination Form that their form was received by the Committee and was complete. If the form was incomplete, the Chairperson can advise the individual what is still needed, and the deadline to receive the materials.

The person who submitted the nomination will be notified their nominee won, beginning the 2nd Sunday in October, and be asked to insure the nominee will be at the OSBA Conference for the award. People who nominated someone and whose nominee was not selected will also be informed within the same time frame.

As soon as the Awardee has been selected, the Committee will seek a source to create each award within the budget allowed by the Board.
The Nominating Committee Chairperson will present the award at the OSBA Conference or appoint a Nominating Committee Member.

If the selected nominee cannot be at the OSBA Conference, the award will be announced at the Conference and presented to the selected nominee at the nominee’s local bee club or a club requested by the nominee.
OSBA AWARDS NOMINATION FORM

Nominations will only be accepted on this form, and this form only. You must complete this form and may submit it to the Nominating Committee as a WORD document or save the WORD document as a PDF. Nominations will be declined if submitted in any other format.

Deadline date to submit nominations: First Sunday in August

You are nominating an individual for an award, recognizing them for their contributions to the Ohio Beekeeping community. Thank you.

For clarity, please review your completed nomination form for spelling and grammar.

Total Score for this Section: 10 pts.

Check One Award:

☐ Beekeeper of the Year – Awarded to an Ohio individual who promotes beekeeping within the community and encourages collaboration and cooperation among other beekeepers, clubs and organizations.

☐ Propolis Award – Awarded to an Ohio individual who goes above and beyond expectations in bringing and holding together the beekeeping community.

☐ Hall of Fame – Awarded to an Ohio individual in Ohio that has exhibited lifetime achievements that have made positive affects to the entire beekeeping community.

☐ Corporate or Business Award – This award is for any entity doing business in Ohio and has promoted sustainable beekeeping through education, healthy environmental practices and sharing of its resources.
Name of Nominee _______________________________________________________

Address ______________________________________________________________________________________

Phone # _________________________________________________________________________________________

Email address _____________________________________________________________________________________

Name of Submitting Individual _____________________________________________________________

Relationship ____________________________________________________________________________________

Address _______________________________________________________________________________________

Phone # _________________________________________________________________________________________

Email address _____________________________________________________________________________________

**Total Score Available for this Section 40 points**

How long has the Nominee been involved with Ohio beekeeping as a beekeeper or as a promoter of beekeeping?
__________________________________________________________________________________________

List of Beekeeping Clubs and Organizations the Nominee is a member of
__________________________________________________________________________________________

List of Beekeeping activities and achievements made by Nominee
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Total Score Available for this Section 40 points

In your own words state why this nominee is deserving of this award.

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Total Score Available for this Section 10 points

List four references, at least three that are not a relative of the Nominee

Name _____________________________________________________________
Address ____________________________________________________________
Phone # ____________________________________________________________
Email address _______________________________________________________

Name _____________________________________________________________
Address ____________________________________________________________
Phone # ____________________________________________________________
Email address _______________________________________________________

Name _____________________________________________________________
Address ____________________________________________________________
Phone # ____________________________________________________________
Email address _______________________________________________________

Name _____________________________________________________________
Address ____________________________________________________________
Phone # ____________________________________________________________
Email address _______________________________________________________

Please provide reference letters from the above listed references with this completed nomination form. *For clarity, please review the submitted reference letters for spelling and grammar.*

*Please submit your completed OSBA Nomination Form and reference letters by: The first Sunday in August*

*Send the completed documents to the OSBA Nominating Committee Chairperson:*

1. **US MAIL**
   
   Name of OSBA Nominating Committee Chairperson
   
   **Mailing address**
   
   OR

2. **EMAIL (send WORD or PDF documents only (any other format will be rejected)**
   
   OSBA Nominating Committee Chairperson email address