



**Duties and Responsibilities for  
OSBA Representative / Delegate to  
American Beekeeping Federation (ABF)**

This is an annually renewed position by OSBA. Representatives / Delegates are to learn from their role as a Representative / Delegate, and to share their educational experience with the OSBA Board, and Ohio beekeepers.

**Process:**

- OSBA members in good standing may complete an application to be considered as the OSBA Representative or Delegate to ABF.
- The OSBA Nominations Committee will review all applications; interview the applicants via telephone and/or in person, and provide written recommendation to the OSBA Board for a Representative/Delegate to ABF.
- One applicant will be appointed by the OSBA Board for each of the entities (ABF).

**Limitations:**

- One individual may not serve as a Representative or Delegate to more than one association (ABF, HAS, EAS) at the same time.
- The position for Representative and Delegate to ABF is renewed annually via an open application process. The Nominating Committee should seek nominations in the third quarter of each year.
- There is a lifetime limit of three years for each position.

**Expectations of Representative/Delegate to ABF:**

- Serve on at least one committee as the OSBA Representative for ABF;
- Participate on regular conference calls –schedule to be determined by ABF for the Delegates/Representatives; Provide written updates to the board about the meetings;
- Volunteer at the respective conference for ABF as a member of their 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.
- Other duties per ABF Representative/Delegate duties and responsibilities (see attached)

**Compensation:**

For an OSBA Delegate or Representative to receive partial financial support to attend these conferences, the OSBA Board needs to ensure our Delegates are learning from their role as a Delegate, sharing their educational experience with Ohio beekeepers, provide support to the regional/national group, and are a quality Representative for Ohio beekeepers. Partial support of the expenses incurred by the OSBA Delegate/ Representative is determined by the OSBA Board annually, and typically remits no more than half of the cost to

attend the annual conference with restrictions on per diem expenses, and special event tickets, etc. for a maximum of \$600 annually.

**Removal of a Representative/Delegate:**

OSBA will remove an OSBA Representative/Delegate to ABF per the following:

- Failure to meet the responsibilities listed in these duties and responsibilities
- Request of ABF Board to remove the OSBA Representative/Delegate
- Misrepresentation of OSBA or inappropriate behavior during ABF conference calls, board meetings, conferences, and any related activities of ABF.

**Resignation:**

An OSBA appointed ABF Representative/Delegate may resign in writing at any time during their term, stating the reason for resignation, the effective date, and that they have also notified ABF respectively. The OSBA Board may request a refund of any financial support provided to the OSBA Representative/Delegate during their term upon their resignation.

**Background of ABF:**

**American Beekeeping Federation** <https://www.abfnet.org/>

The American Beekeeping Federation (ABF) will act on behalf of the beekeeping industry on issues affecting the interests and the economic viability of the various sectors of the industry.

- The resolutions supported and passed by the membership will serve as policy for the official actions of the ABF.
- The ABF will maintain an organization that is normally proactive rather than reactive in handling industry issues.
- The resolutions and decisions of the ABF will be based upon the best facts and information available.
- The issues outcome will be directed toward maintaining an industry that is self-supporting with a minimum of government involvement.
- The deliberations of an official body of the ABF will recognize and consider the impact of its decisions on the industry as a whole.
- The ABF will serve as an information source to its members on those issues affecting the industry.

**American Beekeeping Federation State Delegates:** *(from the ABF Chairperson for the State Delegates)*

- Each state having ABF members may appoint a State Delegate to serve as a liaison between ABF and its state association and local clubs.
- State Delegates are responsible for communicating ABF's legislative initiatives to the state association and local clubs and for providing access to state legislators.
- Each State Delegate also acts as a membership coordinator to ensure ABF's membership campaigns are communicated to the state association and local clubs.
- There are 48 state Delegates to ABF. State Delegates are expected to sell Sweepstakes tickets for the Honey Queen Program at the annual ABF conference.
- Delegates are expected to serve on ABF committees, participate in regular State Delegate conference calls, and volunteer for ABF at the ABF Annual Conference.
- State Delegates elected by their fellow State Delegates to represent the States on the ABF Board must also participate in ABF Board meeting Conference calls, and attend the two in-person meetings during the year.

*See the Bylaws information and description of duties and responsibilities from ABF for their State Delegates below.*

*From the ABF Bylaws [https://cdn.ymaws.com/www.abfnet.org/resource/resmgr/imported/ABFBylaws\\_2010\\_Revised.pdf](https://cdn.ymaws.com/www.abfnet.org/resource/resmgr/imported/ABFBylaws_2010_Revised.pdf)*

#### Article V – State Delegates Assembly

Section 1. Any state having at least one (1) ABF member is entitled to one (1) Delegate to the Annual ABF Delegates Assembly. Any state from which the total ABF dues equals or exceeds five (5) times the current commercial dues level or from which the ABF members total fifteen (15) or more, is entitled to two (2) Delegates. Any state from which total ABF dues equals or exceeds thirty-five (35) times the current commercial dues level or from which the ABF members total seventy-five (75) or more is entitled to three Delegates.

Section 2. Delegates shall be qualified in writing by the State Beekeepers Association of the state represented. In the absence of official qualification, or when the designated Delegate is not present, an ABF member of that state may be seated as a Delegate from that state by a vote of two-thirds (2/3rds) of the Delegates assembled. Once seated, a Delegate shall serve until a successor is named. For a person to qualify as a Delegate, the ABF membership dues of such person must have been paid for the year preceding such qualification.

Section 3. The President, Vice President, immediate Past President, members of the Executive Committee, and members of the Board of Directors shall be members ex officio of the State Delegates Assembly, with the right to vote.

Section 4. It shall be the duty of the Annual State Delegates Assembly to 1) receive from the ABF such information as may benefit the several state associations and to be the Representatives of the ABF to such regional, state and local associations as they may be connected; 2) convey information and formal resolutions from the several states to the ABF; 3) elect four (4) members to the Board of Directors of the ABF; and 4) elect four (4) members of the Nominating Committee.

Section 5. Election Procedures. Quorum for the State Delegates Assembly shall be 40 ABF members. In the event there is not a quorum, the election may proceed, however, the lack of quorum shall be reported at the annual business meeting prior to certification. Elections for the ABF Board of Directors by the State Delegates Assembly shall be certified by the membership at the annual business meeting. The State Delegates Assembly shall elect four (4) members from among its number of State Delegates to serve two-year terms on the ABF Board of Directors. Each year the Assembly shall elect two (2) Directors as follows: Each Delegate present may nominate two candidates. On the first ballot, each Delegate present may vote for two of the nominees. The four (4) candidates receiving the highest number of votes shall be eligible for the second ballot. On the second ballot, each Delegate present may vote for two of the nominees. The two (2) candidates receiving the highest number of votes shall be considered elected. The candidate receiving the next highest number of votes shall be considered the Alternate for the following year for all the Directors elected from the State Delegates Assembly. The number of votes cast for any candidate must be kept secret.

#### **Roles and Responsibilities for ABF State Delegates** (*from the ABF Chairperson for the State Delegates*)

1. Within a week or two of new elections in your state: notify American Beekeeping Federation (ABF) at [info@abfnet.org](mailto:info@abfnet.org) of the newly elected officers and contact information to include address, phone and email

2. From a state or local beekeepers association, send ABF what is effecting you at a local or state level and any help you might need from ABF
3. Share information received from ABF about specific events and programs within your state and local associations
4. Attend the bi-monthly calls for State Delegates.
5. Send at least one representative within your state association to the ABF Annual Conference
6. If you are the designated representative of your state association, then come to the State Delegates meeting at the ABF Annual Conference. (please send your name into ABF at [msausaman@abfnet.org](mailto:msausaman@abfnet.org) by November 15th)
7. Send information of your state events to Melissa Romsdahl [mromsdahl@abfnet.org](mailto:mromsdahl@abfnet.org).
8. Promote ABF within your state and local associations
9. Bring suggestions to the membership committee on how to get more members to join
10. If you have a great local or state story, ABF would love to put it in ABF E-Buzz or ABF News. Contact Molly Sausaman at [msausaman@abfnet.org](mailto:msausaman@abfnet.org) for information and schedule of deadlines
11. If you would like to serve within an ABF committee, let Molly Sausaman know at [msausaman@abfnet.org](mailto:msausaman@abfnet.org)
12. If you have a topic for a webinar or would like to present a webinar, please contact Molly Sausaman at [msausaman@abfnet.org](mailto:msausaman@abfnet.org)

*See below for OSBA Nomination Form to submit*

**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 and 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

For which Delegate/State Representative Position are you applying? ABF EAS HAS