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# ANNUAL CONVENTION PROXY VOTING PROCEDURE

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**THIS FORM MUST BE RECEIVED BY THE LHSAA OFFICE BY 9:00A.M., JANUARY 30, 2020 (24 HOURS PRIOR TO THE JANUARY 31, 2020 GENERAL BUSINESS MEETING)**  
**THE FORM MUST BE SUBMITTED TO KATHIE SMITH BY EITHER HAND DELIVERY OR EMAIL - KSMITH@LHSAA.ORG**

- 7.1.3 Each member school principal shall represent his/her school at LHSAA meetings. Voting at the annual meeting is restricted to high school principals. In the absence of the principal due to an emergency that has been approved by the Executive Committee, the principal may appoint a voting designee. An approved emergency may include, but is not limited to, death, illness, medical and/or health related issues in the immediate family (proof may be required) and unavoidable extenuating circumstances (full explanation shall be required). School-related business and travel to other professional organizational meetings shall not qualify as an approved emergency. The designee shall be an assistant principal who meets the requirements of a full-time administrator as listed in Section 3, Rule 3.3.1 or the school's designated athletic director who meets the requirements in Rule 3.3.1.3 and 3.3.1.4 and meet the following additional criteria:
- Be a current, **REGISTERED** member of the LHSADA.
  - Have a minimum of five years high school coaching and/or athletic director experience.
  - Be in compliance with Rule 3.1.5, LHSAA Handbook Certification, including renewal.
  - In addition to these requirements, it is strongly recommended that every athletic director attend the LHSADA annual conference and work toward completion of the national certification through the National Interscholastic Athletic Administration Association (NIAAA).
- 7.1.4 To receive approval of a voting designee, the principal shall submit a Request for Approval by the Executive Committee found on the LHSAA website to the LHSAA **at least 24 hours prior to the annual business meeting**. If approved, credentials shall be assigned and presented before entering the voting area. Voting representatives shall be given identification for fulfilling the duties of member schools.
- 3.3.1.1 **Full-time administrator**: A school administrator shall be defined as a full-time, on-site administrator at a school/school system who has an applicable master's degree or the endorsement of principalship or guidance counselor on his/her Louisiana teaching certificate and meets the applicable provisions published in Bulletin 741 as adopted by the BESE for public and non-public schools. This individual's name shall be submitted as a school administrator or guidance counselor on its annual school report submitted to the LED for the current school year.
- 3.3.1.3 **Full-time athletic director assigned teaching duties** - shall be eligible to coach at the school provided he/she is a full-time, on-site employee of the school or school system and meets the requirements of a full-time teacher.
- 3.3.1.4 **Full-time athletic directors not assigned teaching duties** - shall be eligible to coach at the school provided he/she has a valid teaching certificate issued by the LED or has an applicable master's degree and meets the applicable administrative provisions published in Bulletin 741 as adopted by BESE for public and non-public schools. This individual's name shall be listed as a school administrator on its annual school report submitted to the LED for the current school year. A school shall be limited to one full-time athletic director for boys' sports and one full-time athletic director for girls' sports that may serve as a faculty coach. Any exceptions to the above criteria must be approved in writing by the LHSAA Executive Committee.

**APPLICATION FOR EXECUTIVE COMMITTEE'S APPROVAL OF PRINCIPAL'S  
VOTING DESIGNEE AT LHSAA ANNUAL CONVENTION**

Principal's Name:		School:	
Principal's Cell No.:		School Telephone:	
Principal's Email:		School Email:	
Explanation of Principal's Emergency Situation - Include Dates			
Designee's Name:			<b>Check One:</b>
Designee's Cell No.:			Assistant Principal
Designee's Email:			Athletic Director

**Requirements for Assistant Principal to Serve as Voting Designee**

*(all requirements MUST be met)*

	Yes	No
1. Is a full-time, on-site employee of the school.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is listed as school administrator on school's annual report to DOE.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has applicable master's degree or endorsement of principalship on teaching certificate.	<input type="checkbox"/>	<input type="checkbox"/>

**Requirements for Athletic Director to Serve as Voting Designee**

*(all requirements MUST be met)*

	Yes	No
1. Is a full-time, on-site employee of the school.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is a current, <u>REGISTERED</u> member of the LHSADA.	<input type="checkbox"/>	<input type="checkbox"/>
3. Has a minimum of five years high school coaching/athletic director experience.	<input type="checkbox"/>	<input type="checkbox"/>
4. Has completed the LHSAA Handbook Certification class as defined in Rule 3.1.6; certification is good for three years; must be current to be eligible as voting proxy.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_