

**NOTICE FROM DELEGATE TO LOCAL PRESIDENT  
TO SEAT A DULY ELECTED ALTERNATE**

(This portion to be completed by delegate unable to attend **MEA** Representative Assembly)

TO: Local President

This is to certify that I will not be able to act as a delegate to the MEA Representative Assembly to be held at the Lansing Center on \_\_\_\_\_ (**date**). You are hereby authorized, in accordance with the provisions of our Local Constitution, to move an alternate from our official list of duly elected alternates to delegate status for our local at the MEA Representative Assembly.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Local \_\_\_\_\_ Address \_\_\_\_\_

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(This portion to be completed by local president)

Date \_\_\_\_\_

This is to certify that \_\_\_\_\_  
(Name of Official Alternate)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(School Phone) (Home Phone)

a duly elected alternate, will take the place of \_\_\_\_\_  
(Name of Delegate)

to act as delegate to the Representative Assembly to be held at the Lansing Center, on (**date**)

\_\_\_\_\_ for the \_\_\_\_\_, Region \_\_\_\_\_.  
(Name of Local)

Signed \_\_\_\_\_  
(Name of Local President, Region President or Board Member)

(Mail this completed form to: Michigan Education Association, Attn: **Terri Jankoviak**, P.O. Box 2573, East Lansing, MI 48826-2573, or fax to MEA Membership 517-337-5565, Attn: Terri Jankoviak.)

**PLEASE NOTE:** The alternate replacing the delegate must be “duly elected,” and Membership Services must have the alternate on record. If the alternate has not previously been reported to Membership Services, please complete an alternate election form and return it to Membership Services (fax 517-337-5565). **Representatives of Minority 3-1(g) Delegates can only be replaced by an Alternate who has run as a Representative of Minority 3-1(g) Candidate.**