

Instructions for Local Elections Reporting

Election results are due within 30 days of date of elections. Elections forms should be signed by the person responsible for reporting local elections, at the bottom of the form in the space provided. All forms for reporting local elections of Officers, MEA RA Delegates and MEA RA Alternates are available on the web at www.mymea.org in Departments, click on Executive Office and Governance. If you are a new President and have questions, please call Susan Good in MEA Finance/IT at 1-800-292-1934 ext. 5559 or email at sgood@mea.org.

Officers: Reported on Officer Election form available on the web as noted above. Print form, fill out and **return to your local UniServ office for processing**. Term dates must be included when reporting

MEA RA Delegates and Alternates: Must be reported in writing to MEA Membership. Forms are available on the MyMEA.org web site. Print form and **email, mail or fax to Susan Good in MEA Finance/IT (517-333-6230, sgood@mea.org)**. Term dates of no less than two (2) or no more than three (3) years **MUST** be included on the form. If a term expires and new elections forms have not been received, the position becomes a vacancy. Please keep in mind that MEA Administrative Policies state that June 1 is the deadline for locals to hold Representative Assembly delegate elections. Also, term ending/beginning dates should not fall within 70 days of a Representative Assembly. Doing so would cause problems with the RA mailings to the appropriate RA delegates.

All Delegates and Alternates must be “duly” elected in a full election of the general membership. They **cannot** be appointed by a President or Executive Committee.

Representatives of Minority 3-1(g) MEA Delegates and Alternates: For those units that require one or more Representatives of Minority 3-1(g) delegates, these must be noted on the elections forms using an asterisk by the person’s name. Also, *very* important, 3-1(g) delegates can only be replaced by 3-1(g) alternates in those locals that require 3-1(g) representation. So alternates in units with 3-1(g) delegates may want to run a specific slate of 3-1(g) alternates.

Seating an Alternate at the RA: If a Delegate cannot attend the RA, and appropriate alternates have been elected, the alternate can be seated at the RA by notifying the MEA, in writing using a “Notice to Seat” form. This form is also available on the web. The Alternate must be “duly elected” in a General Election of your membership, according to the MEA’s bylaws. **A President or an Executive Committee cannot appoint Delegates or Alternates to the MEA RA.**

Remember, the most important thing is to send your Officer election results to your local UniServ office and your MEA RA Delegate/Alternate election results to Susan Good within 30 days after elections are held. This will ensure that RA Delegates get all mailings and materials pertinent to the RA.

If you have any questions, please email Susan Good at sgood@mea.org or Mike Ostertag at mostertag@mea.org. They can also be reached by calling 1-800-292-1934.