



## Aspiring Educators of MEA Election Guidelines 2019

Following are the guidelines for the election of the Aspiring Educators of MEA (AEM) President, Vice President, Secretary-Treasurer and delegates to the National Education Association Representative Assembly (NEA-RA).

### **AEM President**

Term of office is one year beginning September 1, 2019 through August 31, 2020. Any student eligible for nomination must be a member in good standing.

### **Responsibilities of AEM President**

First and foremost, the student chairperson is expected to represent the MEA in a professional and dignified manner.

The AEM Committee President is routinely expected to:

- Convene and chair the meetings of the AEM Advisory Committee.
- Develop the agenda for each meeting with the assistance of the staff liaison.
- Arrange for minutes, including all attachments, to be taken at each meeting, and submit both to the staff liaison by the end of each meeting.
- Report attendance for each meeting and any action that requires the immediate attention of MEA Board officers on the attachment to the minutes form.
- Communicate and support the implementation of the committee charges including the goal(s) and activities identified by the MEA Board officers:
  - Work with the staff liaison and committee members to develop a plan of action to accomplish the committee charge by the end of the last conclave meeting for the year.
  - Coordinate the committee's plans and actions to carry out other responsibilities/charges that are identified for the committee (e.g., planning of special programs and events, nomination of candidates for awards and special recognition).
  - Work with the staff liaison and committee members to develop ideas and suggestions for next year's committee charge(s) to be submitted to the MEA Board for consideration/approval at/after the last conclave meeting.
- Work with the staff liaison to identify and obtain any information, data or other resources needed by the committee to carry out its charge.
- Work with the staff liaison to report the activities and accomplishments of the committee to the Spring Representative Assembly.

### **The President:**

- Must attend meetings of the MEA Board of Directors in Lansing and speak on behalf of the student program when needed.
- Is expected to attend the NEA Summer Leadership Student Conference, and the National Education Association Representative Assembly.
- Must attend the AEM Professional Development Conference in March.

In conjunction with the above responsibilities, the President may:

- Chair the AEM Conference Planning Committee.
- Make campus visits and attend area meetings for the recruitment, establishment and support of AEM chapters.
- Advise and assist AEM chapter advisors through correspondence and visits upon request.
- Serve as liaison to other MEA committees and task forces as requested/appointed.
- Attend select national and other meetings and serve on committees as appointed.

### **AEM Vice President**

Term of office is one year beginning September 1, 2019 through August 31, 2020. Any student eligible for nomination must be a member in good standing.

#### **Responsibilities of AEM Vice President**

First and foremost the Vice President is expected to represent the MEA in a professional and dignified manner. The AEM Committee Vice President is expected to:

- Assume the duties of President in the event the President is absent from the AEM Advisory Committee.
- Assume other duties assigned by the President. These may include attending the MEA Board of Directors and other meetings or conferences as requested.
- Provide leadership and must attend the AEM Professional Development Conference in March.

In conjunction with the above responsibilities the **Vice Chairperson, when requested, may:**

- Chair the AEM Conference Planning Committee.
- Make campus visits and attend area meetings for the recruitment, establishment and support of AEM chapters.
- Advise and assist AEM chapter advisors through correspondence and visits upon request.
- Serve as liaison to other MEA committees and task forces as requested/appointed.
- Attend select national and other meetings and serve on committees as appointed.

### **AEM Secretary-Treasurer**

Term of office is one year beginning September 1, 2019 through August 31, 2020. Any student eligible for nomination must be a member in good standing.

#### **Responsibilities of Secretary-Treasurer**

First and foremost, the secretary-treasurer is expected to represent the MEA in a professional and dignified manner.

The Secretary-Treasurer is routinely expected to:

- Take attendance and record minutes at each Advisory Committee meeting and distribute the minutes to committee members before the next meeting.
- Monitor the funds alongside the staff liaison to develop a financial report to present at each Advisory Committee meeting.
- Keep a record of membership at the state level and at the college chapters.
- Create a budget with the Advisory Committee at the August meeting to be presented and approved at the September meeting.

## National Education Association Representative Assembly Delegate (NEA-RA Delegate)

### Student Delegate

An NEA-RA delegate is the voting representative of the student program in Michigan. The term for delegate responsibilities will begin immediately and end August 31, 2020. Students eligible for nomination must be a member in good standing and retain this status during the term of services.

### Responsibilities of NEA-RA Delegate and Alternate

First and foremost a student delegate is expected to represent the MEA in a professional and dignified manner. Nominees for delegate that do not win by election will become “alternates” based on the number of votes in descending order.

Each delegate is required to attend the NEA Summer Leadership Student Conference and the National Education Association Representative Assembly.

Each delegate is required to:

1. Attend all meetings for student delegates.
2. **Take notes and submit a written report** on actions to the state student member advisory committee (AEM).
3. Represent the interest and the voices of the Michigan student member program by reviewing and commenting on items that affect student members and voting as needed.
4. Interact with other student members to gain insight and share information on items and issues of importance to local student organizations.

Each delegate is expected to:

1. Attend all scheduled meetings of the state student program (AEM) when requested.
2. Attend campus meetings in their geographic area and use information from the state and national organization to support the development and operation of student programs at Michigan institutions.
3. Attend the AEM Professional Development Conference in March.

### ■ Nominations

Nomination forms for the AEM President, Vice President, Secretary-Treasurer and NEA-RA delegates are included with this item; they can also be requested from Rebecca Ernst at MEA headquarters, 800-292-1934, ext. 6250, or [rernt@mea.org](mailto:rernt@mea.org). Nomination forms are also posted on the web at [www.mea.org/aem](http://www.mea.org/aem). Nominations must be completed and received by the AEM staff liaison by Wednesday, March 20, 2019. Any student member may submit a nominee for a position, and a member may nominate him/herself. The nominee must be an AEM member as of March 1, 2019.

Each nomination must be submitted on the official nomination form (which may be duplicated) and must be submitted by the deadline indicated on the form. Nominations, including floor nominations, will not be accepted after the Wednesday deadline. Write-ins will be accepted on paper ballots and online voting.

## ■ Candidate Campaign

All candidates will be given THREE (3) minutes to speak at the AEM Conference. **All nominees for President, Vice President, Secretary-Treasurer, and NEA-RA delegate are required to give a speech.** Candidates should introduce themselves, including their student classification and make a statement about their ability to represent the students of Michigan. Candidates may bring campaign materials to distribute at the conference. Candidates are responsible for their own materials.

## ■ The Election

The election will be held at the AEM Professional Development Conference on Saturday, March 23, 2019 and also through online voting. The conference location is the MEA Headquarters complex, 1350 Kendale Blvd., East Lansing, MI. Paper ballots will be distributed to those who want to vote by paper ballot at the conference at the conclusion of candidate speeches. A picture ID is required to vote by paper ballot. Online voting will be open upon adjournment of the conference and will close at 5:00 p.m. on the fifth day (Thursday, March 28, 2019). To be eligible to vote, a student must be a registered AEM member by March 1, 2019. Only one vote allowed per AEM member either by paper ballot or online voting. Ballots and results will be verified by the elections chair, with approval of the committee, and will be published to all AEM members after the online voting deadline.

If you have any questions about the elections or related processes, please contact Rebecca Ernst at [remst@mea.org](mailto:remst@mea.org) or 800-292-1934, ext. 6250.