

Election results are due within 30 days of the date of election. All forms for reporting local elections of officers, MEA RA delegates and alternates are available at [www.mymea.org](http://www.mymea.org) under **Departments, Executive Office, Governance**. Forms can also be found at [www.mea.org/governance](http://www.mea.org/governance).

### **OFFICERS**

Reported on **Officer Report Form**. Complete form and **return to your local UniServ office for processing**. Term dates must be included when reporting. **Officer Report Forms** should be signed at the bottom of the form by the person responsible for reporting local elections.

If you are a new local president and have questions, please email [mea\\_ra@mea.org](mailto:mea_ra@mea.org) or call the Executive Office at 1-800-292-1934

### **MEA RA DELEGATES AND ALTERNATES**

Must be reported in writing to the Executive Office. Complete the **RA Delegate Election Form** for delegates and **RA Alternate Election Form** for alternates. Complete form and **email to [mea\\_ra@mea.org](mailto:mea_ra@mea.org) or fax to 517-337-5587**.

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 local president or executive committee.

### **REPRESENTATIVE OF MINORITY 3-1(G) MEA DELEGATES AND ALTERNATES**

For those units that require one or more Representative of Minority 3-1(g) delegates, these must be noted on the forms by the person's name. It is also **very** important that 3-1(g) delegates can only be replaced by 3-1(g) alternates in those locals that require 3-1(g) representation. 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 MEA RA**

If a delegate cannot attend the MEA 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 Alternate Form**. The alternate must be "duly elected" in a general election of your membership, according to the MEA's bylaws. **A local president or an executive committee cannot appoint delegates or alternates to the MEA RA.**

As a reminder, 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 [mea\\_ra@mea.org](mailto:mea_ra@mea.org) within 30 days after elections are held. This will ensure that RA delegates get all emails, mailings and materials pertinent to the RA.

If you have any questions, please email [mea\\_ra@mea.org](mailto:mea_ra@mea.org) or call the Executive Office at 1-800-292-1934.