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 under Departments, Executive Office, Governance. Forms can also be found at 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 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 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 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 or call the Executive Office at 1-800-292-1934.