



## **Aspiring Educators of Michigan**

### **Election Guidelines 2023**

Following are the guidelines for the election of the Aspiring Educators of Michigan (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 May 1, 2023 through April 30, 2024. Any student eligible for nomination must be a member in good standing.

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

First and foremost, the student president 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 Board of Directors.
- Develop the agenda for each meeting with the assistance of the state organizer.
- Report attendance for each meeting and any action that requires the immediate attention of MEA officers.
- Work with the state organizer and AEM Board of Directors to set goals and develop a plan of action to accomplish goals.
- Coordinate the AEM Board of Directors' plans and actions and carry out other responsibilities/charges that are identified for AEM (e.g., planning of special programs and events, nomination of candidates for awards and special recognition).
- Work with the state organizer to identify and obtain any information, data or other resources needed by the AEM Board of Directors to carry out its charge.
- Work with the state organizer to report the activities and accomplishments of the committee to the MEA Representative Assembly.
- Work with the state organizer and the incoming leadership team to create a smooth transfer of leadership.

#### **The President:**

- Must attend meetings of the MEA Board of Directors and speak on behalf of the student program when needed.
- Is expected to attend the NEA Aspiring Educators Conference and the National Education Association Representative Assembly.
- Must attend the MEA Conference for Aspiring and Early Career Educators 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 May 1, 2023 through April 30, 2024. 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 Board of Directors.
- 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 for and attend the MEA Conference for Aspiring and Early Career Educators in March.
- Work with the state organizer and the incoming leadership team to create a smooth transfer of leadership.

In conjunction with the above responsibilities the **Vice President, 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 May 1, 2023 through April 30, 2024. 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 AEM Board of Directors meeting and provide those minutes in a timely manner to Jess Fowler who will distribute the minutes to committee members before the next meeting.

- If requested, monitor the funds alongside the state organizer to develop a financial report to present at each AEM Board of Directors meeting.
- Keep a record of membership at the state level and at the college chapters.

## **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 number of delegates for each NEA-RA is determined by rules set forth by NEA. In the event that only one AEM member is invited per NEA rules, the NEA-RA delegate shall be the AEM President. Members are invited to run for NEA-RA Delegate and those who receive at least one vote will be identified as alternates. Should AEM membership numbers and NEA rules allow for additional delegates, those delegates will be selected from the alternate list established by the March election. The term for delegate responsibilities will begin May 1, 2023 and end April 30, 2024. 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(s)**

First and foremost a student delegate is expected to represent the MEA in a professional and dignified manner. Nominees for delegate who have a least one vote in the election will become alternates. Additional delegates will be invited to attend the NEA-RA by the state organizer and AEM president. These delegates will be selected from the alternate list based on the number of votes received in descending order. In the event two or more alternates have the same number of votes, each of these eligible alternates will have his/her name entered into a randomized draw process in order to make the selection.

Each selected delegate is required to attend the NEA Aspiring Educators 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 AEM Board of Directors and state organizer.
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 MEA Conference for Aspiring and Early Career Educators in March.

## ■ Nominations

Nomination forms for the AEM President, Vice President, Secretary-Treasurer and NEA-RA delegates will be posted on the MEA website [www.mea.org/aem](http://www.mea.org/aem). They can also be requested from Ryan Roehler at MEA headquarters, 800-292-1934, ext. 6262, or [rroehler@mea.org](mailto:rroehler@mea.org). Nominations must be completed and received by Annette Christiansen at [achristiansen@mea.org](mailto:achristiansen@mea.org) by noon Wednesday, March 22, 2023. 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, 2023.

Each nomination must be submitted on the official nomination form and must be submitted by the deadline indicated on the form. Nominations will not be accepted after the Wednesday deadline. Write-ins will be accepted on online voting.

## ■ Candidate Campaign

The AEM Elections Committee will establish guidelines for submitting one campaign video. These guidelines will be communicated to all nominees via email by noon on Wednesday, March 22, 2023. The video will be limited to two (2) minutes. Candidates should introduce themselves and make a statement about their ability to represent aspiring educators of Michigan.

## ■ The Election

Online voting will be open on the Monday following the conference (March 27, 2023) and will close at 5:00 p.m. on the fifth day following (Friday, March 31, 2023). To be eligible to vote, a student must be a registered AEM member by March 1, 2023. Only one vote is allowed per AEM member by online voting. MEA will establish the procedures for online voting. 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 Ryan Roehler at [rroehler@mea.org](mailto:rroehler@mea.org) or 800-292-1934, ext. 6262.