

2021 NEA RA Delegate Allocation Data

January, 2021

TO: <local president>
<local president address1>
<local president address2>
<local president city, state zip>

<Affiliate Name> Unit#: xxxx

Delegates Allowed: **X**

Total NEA Active (incl. Active Life) Members: **X**
Based on Membership Counts as of January 15, 2021

FROM: Jan Rogers, NEA Enterprise Data & Information Strategy
Keira McNett, NEA Staff Liaison, Credentials Committee

RE: 2021 Representative Assembly
Delegate Allocation, Election Requirements and Reporting Delegates to NEA

This year, NEA's Virtual Representative Assembly is tentatively scheduled for June 30, 2021 through July 3, 2021. The final dates are subject to change. This condensed memorandum along with the booklet Requirements for the Allocation and Election of Delegates to the NEA Representative Assembly provide information for assuring that delegates are properly elected and reported. The entire Association President memo and the booklet are located at <http://www.nea.org/delegaterequirements>.

Official Delegate/Successor Election Report Form Instructions

This email provides the number of delegates your association is entitled based on the number of NEA Active members recorded at the NEA as of January 15, 2021. Follow the steps below to record and submit the election results for your local.

- Download the delegate election report forms using this site.
<http://www.nea.org/delegaterequirements>
- Enter your affiliate name and unit id along with the **Total NEA Active Members** and the **Delegates Allowed** for your local in the fields provided on the delegate election report form. This information is found in the top portion of this email.

- Using your local election results starting with the individual with the most votes, begin entering each delegate followed by the successor delegates on the form(s). More than one form may be needed to include all the names on the ballot. Be sure to enter the names of any write-in candidates that were returned in the election. There is no limit on the number of successors who can be elected and reported. Be sure to fill in all the information for each individual.
- A **UNIQUE** non-work email address is required for all delegates/successors to the RA, and may not be a duplicate with another delegate.
- Password protect all files which are emailed to your state affiliate contact.
- Email the completed delegate election report form(s) to your state's RA contact by April 10, 2021. A complete list of state RA contacts is found at this link "[State Affiliate RA Contact Information](#)". Do not send the forms to NEA!
- In late May, delegates will receive an online registration email with a link to register for their NEA RA Delegate Credentials.
- Once the online registration is complete, a confirmation email will be sent to the email address used to register.

Contact information for the state and where to submit the election report(s) is available via the link above. It is preferred that you not print the forms, instead, password protect the file and forward it via email to your state association RA contact. Documentation on how to encrypt or password protect a Word document is also found on our www.nea.org/delegaterequirements site.

Registration for Delegate Credentials

NEA emails delegate credential registration information directly to each certified delegate. These registration emails will be sent in late-May to register ONLINE for the NEA RA. Using the link within that email, the delegates will register for their NEA RA Delegate Credentials. Delegates must ensure that NEA has their correct email address by contacting their State Annual Meeting Coordinator or by updating their information directly via <https://mynea360.org>.

Attachments

cc: NEA Board of Directors
 NEA Executive Committee
 NEA Zone Directors
 NEA Credentials Committee
 State Association Presidents
 State Association Executive Directors
 UniServ Directors