

## **MEMORANDUM**

TO: «First\_Name» «Middle\_Name» «Last\_Name», «Alternate\_or\_Standard\_Role\_Name»  
«Originating\_Org\_Name»

FROM: Valerie Leathers, KEA Executive Office

DATE: September 15, 2017

SUBJECT: Election of Delegates and Alternates to the 2018 KEA Delegate Assembly

**If you are no longer the local president, please forward this to your successor and let KEA know the name and address of the current president so we may update our records.**

The 2018 KEA Delegate Assembly will be held on April 4-6, 2018 at the Marriott Louisville Downtown, 280 West Jefferson Street, Louisville, KY 40202. A copy of the KEA Constitution and Bylaws that govern allocation, election and seating of delegates, and the definition of an “active” member is attached for your reference.

All Active members must be given the opportunity to participate in the election of delegates. The election must be held by secret ballot. No person may be appointed to be a delegate or alternate. Only Active members as of November 15 are counted in determining the number of delegates and may serve as delegates representing your association.

Representation is based on one (1) delegate for each fifty (50) Active members or major fraction thereof in excess of the first fifty (50). For example, if you have from 26 to 75 Active members, you may elect one (1) delegate; 76-125 Active members, you may elect two (2) delegates; and so on. Provisions are made for small locals with fewer than twenty-six (26) Active members to elect one (1) delegate if the membership is at least ten (10) and this number represents at least fifty percent (50%) of the potential eligible membership. In associations where the membership is too small to apply any of the above, local associations within the same district may combine their memberships for the purpose of delegate authorization.

When completing the enclosed form(s) “Report of Election of Delegates to the 2018 KEA Delegate Assembly” and the “Report of Election of Alternates to the 2018 KEA Delegate Assembly”, you must list the delegates and alternates in the order of votes received. If more than one page is needed, please duplicate the form and renumber the pages accordingly. Please do not report delegates and alternates on the same form. If you would like an electronic version of the forms, contact me or go to [www.kea.org/members-kea-delegate-assembly](http://www.kea.org/members-kea-delegate-assembly). **The deadline for submission of the forms is November 30.** If your local association does not plan to submit any delegates or alternates, please complete the “Local Association Not Reporting Delegates” form, sign, date, and return to me. **You may elect only the number of delegates to which your association is entitled; however you may elect any number of alternates.** When listing alternates, it is advisable to list all members who received at least one vote to ensure that someone will be able to attend if your delegate(s) cannot. Please complete all information requested on the report

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forms as it is needed for registration purposes. Note: all forms request the “IMS Ind. ID Number” for each delegate or alternate; that number is **different** for each person and is printed on the KEA membership card. The number can also be obtained by contacting your local KEA office or KEA headquarters.

Forms must be returned to Valerie Leathers, Kentucky Education Association, 401 Capitol Avenue, Frankfort, KY 40601 via mail, email at [vleathers@kea.org](mailto:vleathers@kea.org) or faxed to 502-696-8913 by the **November 30<sup>th</sup>** deadline mandated by the KEA Constitution and Bylaws.

Enclosures:

1. Delegate, Alternate and Local NOT REPORTING Forms
2. Article II, Section 2, B-2.1 and Article III, Section 1-4 of the KEA Constitution and Bylaws

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**REMINDERS:**

- If your local constitution allows elected **local** officers to automatically serve as ex-officio members, remember to list their names and **include them in the count of your allocated delegates.**
- Any delegate reported who serves as District President, District President-Elect (or Vice President if there is no President-Elect), District Secretary, District Treasurer, or KEA Board member **SHOULD NOT** be included in the number of allocated delegates for your local association and **SHOULD NOT** be listed on the enclosed election report form. If they are reported, we will automatically replace them with alternate number one from your Report of Election of Alternates to the 2018 KEA Delegate Assembly form.

cc: UniServ Offices