



ARKANSAS EDUCATION ASSOCIATION
An NEA State Affiliate

DONNA MOREY, *President*
RICH NAGEL, *Executive Director*

1500 West 4th Street
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Memorandum

Date: September 7, 2011

To: Presidents of AEA Affiliated Local Associations

From: Donna Morey, President
Brenda Robinson, Vice President
Rich Nagel, Executive Director
Steve Stewart, Assistant Executive Director

Subject: Delegates to the Annual AEA Representative Assembly
Doubletree Hotel, Little Rock
November 4-5, 2011

DEADLINE:
Postmarked
September 23,
2011

The 2011 AEA Representative Assembly will be held November 4-5, 2011. Please conduct your election of delegates and report the results to the AEA.

For this purpose, we have posted online the delegate forms to be used to certify both delegates and alternates to this session of the AEA Representative Assembly. We urge you to return the delegate certification form as soon as possible and **postmarked no later than September 23, 2011**. Once we receive your delegate list, each of your delegates will be sent their AEA-RA Delegate Packet that will include the 2012-13 Proposed Budget, which will be voted on during the RA. **DELEGATES SHOULD BRING THIS PACKET WITH THEM TO THE RA AS NO DUPLICATE PACKETS WILL BE AVAILABLE FOR PICK UP AT REGISTRATION.**

No credentials will be mailed. Delegate credentials based on your certification list will be prepared in the AEA office to be picked up by individual delegates as they register at the Doubletree Hotel on Friday, November 4, 2011.

Local associations which are chartered affiliates of the AEA are entitled to one (1) delegate for every fifteen (15) Professional and Educational Support Professional members or major fraction thereof. Educational Support Professionals must be represented in proportion to their membership in each local. **NOTE:** *If you are unsure or have questions about your local's affiliation status, please contact Alice Canady at arcanady@nea.org.*

Each delegate must be an Active member (which includes Education Support Professionals) of the Arkansas Education Association, the National Education Association and of the local association he/she represents.

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CLUSTER DELEGATES

To provide representation from chartered affiliated locals with fewer than eight (8) members, the AEA Board of Directors approved a plan for clustering locals within the AEA Districts.

A list of cluster locals is posted on the website as well. Please note the list of clusters by district and the number of delegates for which each cluster qualifies. If you wish to have a member or members of your local serve as delegate(s) to the Assembly, use the delegate cluster form to make nominations AND **RETURN NOMINATION FORM POSTMARKED NO LATER THAN September 23.**

If there are more nominees for any cluster than the number of positions for which the cluster is entitled, an election will be held among members of the local associations within the cluster; otherwise the nominees will be declared elected. To confirm your cluster delegate, call AEA after September 30. Should you wish to challenge your cluster status, contact the AEA Membership Division immediately.

PLEASE NOTE:

1. Current AEA Officers and Board Members are automatically voting delegates to the Assembly. **DO NOT** include them in your count of local delegates nor list them on the certification form.
2. Local Associations Presidents, past AEA / ATA Presidents and Chairpersons of AEA Committees **ARE NOT automatically voting delegates** to the Assembly. Persons in any of these categories who are to serve as local delegates, **must be counted** in the number for which the local qualifies and their names listed on the certification form.
3. Alternates must also be elected and listed on the form in priority order.

If you are not sure of the number of delegates for which you qualify, list delegates in priority order on the certification form. If you list more or less than are allotted, the appropriate number of delegates will be certified from your list and you will be notified. A delegate adjustment desk will be located in the registration area to take care of any necessary changes that must be made on Friday. **YOU, AS LOCAL PRESIDENT OR YOUR DESIGNATED REPRESENTATIVE, MUST REPORT ALL CHANGES.**

HOTEL ROOM RESERVATIONS

Room reservations for your delegates should be made **DIRECTLY** with the Doubletree Hotel. To receive your special AEA rate, make reservations by completing and mailing the housing form directly to the hotel or call the hotel toll free at 1-800-937-2789 or locally at 501-372-4371. The cut-off date for hotel reservations is October 3, 2011. After this date, the AEA block of reserved rooms will be released. (Be sure to indicate you are attending the AEA RA to ensure your discounted hotel rate and ask for your confirmation number when making reservations.)

Go online (www.aeaonline.org) and download: Delegate Certification Form
Housing Form
Local Delegate Cluster List (if applicable) and
Local Delegate Cluster Nomination Form (if applicable)

If you have questions or concerns, contact Alice Canady at ar-rcanady@nea.org.
Thanks.