



## 2020 NEA RA Delegate Allocation Data

January 27, 2020

**TO:** DR CHRISTOPHER J O'DONNELL  
MASS STATE COLLEGE ASSN **Unit#:** 1175

**Delegates Allowed:** 18

**Cat 2 Delegates Allowed:** 0

**Total NEA Active (incl. Active Life) Members:** 2721

Received at NEA by January 21, 2020

**FROM:** Jan Rogers, NEA Enterprise Data & Information Strategy  
Lubna Alam, NEA Staff Liaison, Credentials Committee

**RE:** 2020 Representative Assembly – Atlanta, GA  
Delegate Allocation, Election Requirements and Reporting Delegates to NEA

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This year, NEA's Annual Meeting is in Atlanta, GA, July 2, 2020 through July 6, 2020. The representative Assembly (RA) meets July 3, 2020 through July 6, 2020. 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 21, 2020. 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 any write-ins. 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, 2020. 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. Guests who wish to also attend the RA may be registered at the same time.
- Once the online registration is complete, a confirmation email will be sent to the email address used to register. Delegates should bring this email, on their smart device or in paper form, to check-in at the RA starting July 2, 2020.

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](http://www.nea.org/delegaterequirements) site.

### **Registration for Delegate Credentials**

NEA emails Delegate Credential Registration information with a link to each certified delegate in late May to register ONLINE for the NEA RA. Using the link within this email, the delegates will register for their NEA RA Delegate Credentials and will be able to add guests. In Atlanta, each delegate will provide confirmation of the online registration at the Delegate Check-In kiosk in the Registration Area located in the [Georgia World Congress Center](#) on Thursday, July 2, 2020. Late registration begins on July 3, 2020. The delegate and guest badges are printed at check-in. A delegate badge in an official NEA RA badge holder is required for admittance to the Representative Assembly, which begins Friday morning, July 3, 2020.

### Attachments

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