



TO: Local Presidents

FROM: Patrice Lundgren and Natalie Lynne Smith, Co-Chairpersons
RA Planning Committee

RE: **DELEGATES TO THE 2009 CEA REPRESENTATIVE ASSEMBLY**

DATE: February 2, 2009

The 2009 CEA Representative Assembly is scheduled for Friday and Saturday, May 1 - 2, 2009. CEA is scheduled to hold the meeting at the *Crowne Plaza Hotel Hartford-Cromwell in Cromwell*. The Representative Assembly is the official governing body of the CEA, electing officers, adopting budgets, enacting policy and determining programs.

Article X Section A.2. of the CEA Constitution states in part:

- a. One delegate shall be elected for every local affiliated group of CEA active and associated members. In addition, each group of CEA members shall be entitled to one delegate for the first 100 members or major fraction thereof, and one delegate for every 50 members or major fraction thereof beyond the first 100.
- b. **The number of active and associate members as recorded in the CEA office as of January 15 each year shall be used to determine the number of members in each town or affiliate as a basis for electing active member delegates to the next Representative Assembly provided that the affiliates have executed a dues transmittal contract with the CEA.**
- c. **If terms of the respective dues transmittal contract have not been met as of February 1 and May 1, the local delegation shall not be seated.**

The attached delegate allocation sheet is based on CEA membership records as of January 15, 2009. Necessary steps should be taken at once for the election of your delegates and alternates so that their names can be reported to the CEA office on the enclosed form **ON OR BEFORE FRIDAY, MARCH 6, 2009. PLEASE LIST THE CHAIRPERSON OF THE DELEGATION FIRST AND THEN THE OTHERS IN ALPHABETICAL ORDER.** Please provide all requested information. Please retain the pink copy for your records and return all others in the enclosed envelope. **NOTE:** CEA Board of Director members are ex-officio, **voting** delegates and do not need to be elected as local delegates. Vice chairs are **NOT** ex-officio delegates. Everything pertaining to the CEA RA can be found at <http://www.cea.org/about/ceara2009/>.

If your local is **NOT** planning on sending delegates to the RA, we would appreciate it if you would **check the appropriate box** on the CEA Representative Assembly Delegate Registration form and return.

SOMETHING NEW THIS YEAR

Since CEA is moving away from using social security numbers we are asking everyone to use their membership ID number. **We are asking all delegates to please bring their current year membership card along with a photo ID for voting and identification purposes.**

OVERNIGHT ACCOMMODATIONS & HOTEL REGISTRATION PROCEDURES

The hotel industry requires a one-night room deposit for all overnight accommodations. As a result, the following hotel registration procedures are required for the CEA RA.

1. Overnight accommodations are being provided at the Crowne Plaza Hotel Hartford-Cromwell and the Courtyard Hartford-Cromwell.
2. Time is of the essence when making a hotel reservation. Both properties are booked first-come, first-served. Convention prices will be honored only until **Friday, April 10, 2009**, after which time any rooms still available will be offered at rack rate, only.

Please make note of the following CEA RA hotel registration procedures at each of the properties.

1. All delegates are responsible for making their own overnight accommodation reservations.
2. To make a reservation, all delegates must contact these properties' Reservations Departments directly but no later than **Friday, April 10, 2009**. The Crowne Plaza Hotel Hartford-Cromwell may be reached at 860/635-2000, ext. 356; and the Courtyard may be reached at 860/635-1001.
3. When contacting the hotels, all delegates will be required to:
 - a. Reference "CEA" to take advantage of the convention rate (\$99 plus applicable taxes for single and double accommodations, and \$109 plus applicable taxes for triple and \$119 plus applicable taxes for quadruple accommodations).
 - b. Provide a credit card to guarantee their reservation.

1. If a delegate does not have a credit card and they book at the **Crowne Plaza**, they must mail full payment in check form for their stay within one (1) week of making the reservation. If this payment is not received within the requisite one (1) week, the reservation will be cancelled. Check-in time is no earlier than 3:00 p.m. Check-out time is no later than 12 noon.
 2. If a delegate does not have a credit card and they book at the **Courtyard**, their reservation will be held only until 6:00 p.m. on the date of arrival. If a delegate plans to arrive at the Courtyard after 6:00 p.m., they must mail full payment in check form. If this payment is not received within two (2) weeks of the date of arrival, the reservation will be cancelled. Check-in is no earlier than 3:00 p.m. Check-out is no later than 12 noon.
- c. Upon check-in at all hotels, guests will be expected to provide a form of payment for incidental purposes. If a delegate does not have a credit card:
1. The **Crowne Plaza** requires a \$100 deposit to cover the possibility of smoke clean-up, and an additional \$30 for incidental charges. If a check is used, any monies not spent will be mailed back to the delegate in check form following the completion of the RA, only. A photo ID will also be required.
 2. The **Courtyard** will accept cash or a check in the amount of \$20.00 per day for incidentals. Delegates without a credit card may also opt to add this \$20 charge to the check they're sending to guarantee their room (3.b.2. above). Any monies not spent will be refunded when checking out.

The enclosed procedures for the election of CEA Representative Assembly delegates were adopted by the Board of Directors on January 16, 1976 and amended on April 4, 1997. Please review this document to familiarize yourself with local delegate election procedures.

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Enclosures: Delegate Election Procedures as Adopted by the Board of Directors
Delegate Registration Form
Alternate Registration Form
New Business Item Form
Resolution Form
Return Envelope

PROCEDURES FOR ELECTING LOCAL DELEGATES
TO THE CEA REPRESENTATIVE ASSEMBLY

1. Delegates must be elected. A delegate elected to represent an affiliate shall be a member of that affiliate. Appointment or election by the president, executive board or board of directors will not meet this requirement.
2. Open nominations must be used. Notification of the opportunity to make nominations for all allocated state and local delegate positions must be provided to all eligible CEA members in a timely manner. Every member of the local association must be eligible for nomination. No restriction from nomination may be imposed upon any active member.
3. Notice of pending elections shall be provided to all eligible voters in a manner that reasonably ensures that all voters will know of the election; such notice shall be provided no less than two weeks prior to the election.
4. Full membership participation in election must be available. The election must be conducted in a manner that gives every member who wishes to participate the opportunity to cast a ballot.
5. The election must conform to the one-person-one vote principle. One-person-one-vote principle shall mean a voting procedure by which the vote of each member of the constituency has equal weight, so that in the elected governing body, each delegate represents approximately the same number of constituents as each and every other delegate.
6. Secret balloting must be observed. When votes are cast, there must be no method by which the vote of any individual member can be identified. The balloting procedure also should ensure that each vote that has been submitted by an eligible voter has voted only once in a single election.

An election by secret ballot may be waived and the candidate(s) declared elected if, following a period of open nominations, the number of candidates is equal to or less than the number of delegate positions to be filled. An affiliate utilizing this provision must have adopted a governing provision or election policy allowing such a practice. This election practice will not generate successor delegates unless the nomination process requires candidates for both regular and successor delegate positions.

PROCEDURES FOR ELECTING LOCAL DELEGATES
TO THE CEA REPRESENTATIVE ASSEMBLY continued

7. All ballots and election records must be retained by the local affiliate until the expiration of the term to which the delegate is elected.
8. The winners of the election must receive more votes than those candidates declared non-winners. The CEA does not require a majority vote for the election of delegates.
9. **OFFICERS AS DELEGATES** – Local association officers may serve as a local officer, a CEA RA delegate, and a NEA RA delegate only under the condition that the ballot used for the election to the local office indicates that the winning candidates(s) also will serve in CEA and NEA delegate positions. (i.e., the ballot must list all three positions for which the person will be elected.)
10. **ELECTION OF SUCCESSOR OR ALTERNATE DELEGATES** – Alternate or successor delegates to the CEA Representative Assembly may be elected in one of two ways:
 - a. In a separate election, using the same ballot procedures as established above for the election of delegates.
 - b. In a regular election, using the rank order of votes received. Candidates who do not receive sufficient votes to be elected as a delegate would serve as successor or alternate delegates in the order of the number of votes received.

APPROVED BY THE BOARD OF DIRECTORS, JANUARY 16, 1976
AMENDED BY THE BOARD OF DIRECTORS, APRIL 4, 1997