

**AFFILIATED ASSOCIATION OFFICIAL REPORT OF
ELECTED DELEGATES TO THE ANNUAL REPRESENTATIVE
ASSEMBLY OF THE NATIONAL EDUCATION
ASSOCIATION**

Terms and Definitions

List the delegates in descending order by Rank or # of Votes, enter the member with the most votes first. Everyone listed on the ballots should be included on the Official Election Report Form. Those with the most votes will be delegates; the others are successors. Successors are eligible to replace a delegate if the delegate becomes unavailable. There is no limit to the number of successors elected.

Information with the * is required.

- **First and Last Names***
- **IND ID/Alt ID/SSN4*** – The NEA360 Individual ID, an Alternate ID used by your state affiliate or the last 4 digits of the member’s social security number. This information helps us specify the correct member in our database.
- **Personal Email*** – A valid personal email address is needed for communication and to provide secure access to online meeting resources. Each delegate must have a unique email address specific only to the delegate.
- **Cell Phone*** – This information is used for text messaging (if the user opts in) as well as to contact the member for emergencies during the RA.
- **Record Type*** – This field indicates if the member listed had enough votes to be a delegate or is being added as a successor. The members entered as successors will be eligible to become a delegate if an elected delegate is unable to attend the RA. Like delegates, successors should be entered into RA Reg in order based on the number of votes received. Enter the member with the most votes first.
- **Term** – a delegate may be elected to a 1, 2 or 3 year term. Please enter the start and end year for the elected term and add where the member is in their term in the current year by completing “The current year is 1 of a 3 year term”.
- **Level** – This field describes the level of the Employer of the member
- **Rank** – This is an optional field for the state to use if order is different than the number of votes received.
- **Number of Votes Received** – This is an optional field to record the total number of votes.
- **Gender*** - This is a required field used to track the demographics of the delegation for the organization.
- **Race/Ethnicity*** - The NEA Credentials Committee encourages you to report the race/ethnicity designation requested for each delegate and successor delegate. However, failure to do so (i.e., selecting “Unknown”) will in no way affect the individual’s status as a delegate. In the event it is included, the information will be kept confidential and will be used only for purposes outlined in representation policies set forth in NEA Bylaw 3.1.g.
- **Position** – This field indicates if a delegate will be a Category 1 or Category 2 delegate or be assigned to the Aspiring Educator or Retired Units.