

### **Procedures for Retired Alternates to EdPAC and NEA-NM Board**

1. Alternates to EdPAC will be elected for 3 year terms. The two candidates receiving the most votes will serve as alternates. The person receiving the most votes will be the first alternate and will be the first contacted to serve when needed. (For 2017-18 only, one alternate is needed. Beginning in 2018-19, there will be two Retired members on EdPAC requiring two alternates to be elected.)
2. Alternates to the NEA-NM Board will be elected yearly, just as the at-large Retired member on the NEA-NM Board are elected yearly. The two candidates receiving the most votes will be the first alternate and will be the first contacted to serve when needed.

### **Accessing Alternates**

1. Elected Retired Members of EdPAC and the NEA-NM board will be given the names and contact information for their respective alternates within 2 weeks of the election results being tallied.
2. It is the responsibility of the elected Retired members of EdPAC and the NEA-NM Board to contact their First Alternate (and proceed to the Second Alternate if necessary) as soon as their absence at a NEA-NM meeting is known. It is also their responsibility to contact NEA-NM and inform it of who will serve as Alternate for the upcoming meeting and request that all advance information/materials be forwarded to the alternate.
3. NEA-NM Retired will provide NEA-NM with a list of elected alternates and contact information within 2 weeks of the election results being tallied.

These procedures were approved at the October 27, 2017 General Membership Meeting.