

September 30, 2026

«First\_Name» «Last\_Name»  
«Originating\_Org\_Organization\_Name» President  
«Mailing\_Address\_Line\_1»  
«Mailing\_City», «Mailing\_StateProvince» «MailingZipPostal\_Code»

RE: Election and reporting of Delegates and Alternates to the 2027 KEA Delegate Assembly  
**NUMBER OF 2027 KEA DA DELEGATES TO ELECT FROM YOUR LOCAL:** «No of Delegates allowed»

Dear :

**If you are no longer the local president, please forward this to your successor and let me know the name and address of the current president so we may update our records.**

The 155<sup>th</sup> KEA Delegate Assembly (DA) dates are April 1-2, 2027. The DA will be held in person at the Marriott East, 1903 Embassy Square Boulevard, Louisville, KY 40299. Timely election of delegates and alternates is essential to ensure your local will be represented in case of cancellations.

**Electing delegates and alternates:** A copy of the KEA Constitution, Standing Rules and Bylaws that govern allocation, election and seating of delegates, and the definition of an “Active” member is attached for your reference. The number of Active members in your local as of November 15 determines the number of delegates your local may have. However, **please take steps to elect the number of delegates set out at the top of this letter; if there are any upward or downward adjustments necessary based on your November 15 membership report, we will let you know.**

Although the number of delegates from each local is established by the KEA Constitution, **there is no limit to the number of alternates** you may elect from your local. If any of your elected delegates cannot attend the 2027 DA, or if your November 15 membership report indicates that you are allowed more delegates than indicated above, alternates will be activated in the order of their election. Although the election of delegates and alternates must be by secret ballot, both delegates and alternates may be elected by a plurality vote and should be reported to KEA in the order of the number of votes received, highest to lowest. **All delegates and alternates must be elected; delegates and alternates cannot be appointed.**

When reporting elected alternates, list all members who received at least one vote to ensure that your local association will be represented in the event your elected delegate(s) cannot attend.

Representation at the KEA DA is based on one (1) delegate for each fifty (50) Active members or major fraction thereof in excess of the first fifty (50). For example, if you have from 26 to 75 Active members, you may elect one (1) delegate; 76-125 Active members, you may elect two (2) delegates; and so on. Locals who do not meet the minimum membership requirements to elect a delegate may elect to “cluster” with another local within the same KEA governance district to combine membership numbers and elect representation. (See the enclosed KEA Board policy for information about how to cluster with another local.)

**Reporting delegates and alternates:** You will not submit paper forms to report the outcome of your elections; instead, all delegate and alternate information must be entered into a Smartsheet form found on the KEA website.

**When completing the Smartsheet form you must list the delegates and alternates in the order of the number of votes received.** This is important because upward or downward adjustments of delegates that may be necessary based on your November 15 membership report will be made based on the number of votes each delegate or alternate received.

To enter delegate or alternate information, please follow these steps:

1. Navigate to the KEA website ( [www.kea.org](http://www.kea.org) ) and hover over the Members option on the white bar.
2. Click Member Login on the left side of your screen and log in using the following credentials:
  - a. Username (is your email address): **«Home Email»**
  - b. Password (is your member ID number): **«Individual ID IMS»**
3. Navigate to the 2027 KEA Delegate Assembly where you will see the link to enter your delegates' and alternates' information
4. Click the "submit" button after each entry
5. A new form should appear after each submission so you can continue to enter your delegates and alternates. When you are finished entering all delegates and alternates, just exit the form.

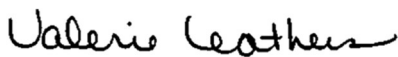
**The deadline for reporting delegates and alternates is November 30.** If your local association does not plan to submit any delegates or alternates, please complete the enclosed "Local Association Not Reporting Delegates" form, sign, date, and return it to me. The form can be scanned and emailed to [vleathers@kea.org](mailto:vleathers@kea.org).

**REMINDERS:**

- If your local constitution allows elected **local** officers to automatically serve as ex-officio delegates to the KEA DA, **remember to list their names and include them in the count of your allocated delegates.**
- Active members from your local who serve as KEA District President, District President-Elect (or Vice President if there is no President-Elect), District Secretary, District Treasurer, or as an elected KEA Board member **do not count against the number for local delegate allocation** and **SHOULD NOT** be submitted on the Smartsheet form. I will register district officers and KEA Board members separately. If any member serving in one of these capacities is reported as a delegate from your local, we will replace them with the appropriate reported alternate.

If you have any questions, do not hesitate to reach out to me at [vleathers@kea.org](mailto:vleathers@kea.org) or (502) 875-2889.

Sincerely,



Valerie Leathers, Associate  
KEA Executive Director's Office

**Enclosures:**

1. Article II, Section 2, B-2.1 and Article III, Section 1-4 of the KEA Constitution and Bylaws
2. KEA Board policy 3.1, "DA Cluster Process"
3. Local NOT REPORTING Forms

cc: UniServ Directors