

MSEA/NEA NOMINATIONS AND ELECTION GUIDELINES

The following guidelines, adopted by the MSEA Representative Assembly, set forth the rules and regulations governing MSEA and NEA elections.

1. Candidates for MSEA office, at-large, or regional member of the board of directors, and NEA director(s), and for regional and at-large delegates to the NEA Representative Assembly, are obtained by canvassing the membership and local associations. A nominating form and instructions will be published in an official publication of the association. Nominations and Credentials Committee members will not accept nominating forms for delivery to the Committee. No nominations will be accepted by phone; however, nominations by fax or email, in proper form, will be accepted.
2. There shall be at-large and regional- members of the MSEA Board of Directors. Each region shall mirror the respective NEA delegate region as defined hereinbelow in ¶3. While regional members are elected by the entire membership, in order to be eligible to be placed on the ballot, the candidate must be a member of the region at the time of balloting that the candidate seeks to represent.
3. There shall be regional and at-large delegates to the NEA Representative Assembly. Each region shall have approximately an equal number of members (variations shall not exceed plus or minus 10 percent). The allocation of regional delegates to each region shall be determined annually and contingent upon membership numbers existing as of August 31 of the preceding membership year. Candidates may run as a regional and at-large delegate in the election. Successor delegates may succeed only delegate positions in the constituency from which they were elected. If a candidate prevails in both the regional and at large race, the candidate shall declare his/her status as regional or at-large delegate. If there are no successor regional delegates, then at-large successor delegates shall be selected in order to fulfill the state's allocation to the extent possible.
4. Candidates for MSEA office, at-large, or regional member of board of directors, NEA director, and regional and at-large delegate to the NEA Representative Assembly, must signify their intention to run for office by submitting a letter of intent along with the nominating form to the Nominations and Credentials Committee by the nomination deadline as set by the Committee on Nominations and Credentials. A candidate may run for only one office in any one election. (For the purpose of these Guidelines, at-large and regional members of the board of directors are each considered to be an "office". In the case of delegates, regional and at-large delegate to the NEA Representative Assembly is not considered to be an "office.")
5. Candidates for MSEA office, at-large and regional member of the board of directors, and NEA director(s) have the option of submitting video recordings to be posted on MSEA's website, social media, and Action Line prior to the election.
6. It is the sole responsibility of each candidate to ensure the receipt by MSEA by the deadline established of his or her nominating form, letter of intent,

- biographical statement, and glossy photograph or high resolution electronic photograph suitable for publication. The Committee will adhere to the deadline without exception.
7. In order for the candidate to be placed on the ballot by the Committee, the letter of intent must state the candidate's willingness to abide by MSEA/NEA policy and bylaws, and to adhere to the Code of Ethics as adopted by the Association.
 8. The MSEA president, vice-president and treasurer, in that order, if eligible, shall be authorized to serve as alternate NEA director in the absence of an elected NEA director at a particular meeting.
 9. Election as an officer of the association or at large or regional member of the board of directors shall also be considered to be an election to the position of state delegate to the MSEA Representative Assembly and the National Education Association Representative Assembly for the duration of such term of office. This provision shall also be included on the nominating form and on the ballot. This guideline shall not be applicable to elections held at governance body meetings.
 10. The candidate must be a member in good standing of the United Education Profession, including all three organizations, where eligible.
 11. All valid candidates will be placed on the ballot in accordance with the MSEA bylaws.
 12. A list of names received in nomination will be drawn up, giving name, educational position, school system, ethnic group, and other pertinent information for the Committee shall be provided to the committee electronically within two weeks after nominations have closed.
 13. Membership status of the candidate shall be verified by the association's executive director, or by a staff member designated by him/her.
 14. A list of nominees for office, including name and position sought, shall be published on the MSEA website no later than one week after the close of nomination. A complete list of all nominees, with biographical data and pictures, shall be published on the MSEA website at least two weeks prior to the start of the election. Candidates may include biographical information or any other information the candidate wishes to include, not to exceed 55 words for NEA Delegate and 200 words for all officers and directors. All statements will be printed exactly as submitted on the nomination form. The information for candidates for office shall also be published in an official MSEA print publication at the beginning of the election.
 15. In an election for delegates if the number of candidates for delegate equals the number of positions to be filled, such candidates shall be considered to be elected, without the necessity of an election. In the case of MSEA president, vice president, treasurer, NEA director, and at-large or regional members of the MSEA Board, an election shall be conducted providing for write-in candidates.
 16. MSEA elections shall be conducted online.
 17. Ballots shall be available online on the MSEA website starting at 9:00 am on the first day of the announced voting period and will be removed at 5:00 pm on the last day of the voting period. Prior to the ballots publication online, the association building representative will receive a communication with instructions on the method and dates for voting on line.
 18. Any member of the Nominations and Credential Committee wishing to run for office, or for NEA Delegate, shall take a leave of absence from the Committee

prior to the selection of the slate of candidates. Such member may return to the Committee following the announcement of election results. Members of the Nominations and Credentials Committee shall not engage in campaigning on behalf of any candidate or candidates involved in the MSEA/NEA elections conducted by the Committee.

19. The members of the Committee shall serve as tellers of the nominating forms and shall prepare a list of candidates for the election. The Committee shall also serve as tellers for verification of the ballot tabulation.
20. The order of listing candidates on the original and runoff MSEA ballot shall be determined by randomization.
21. Results of the election shall be announced by phone calls to all candidates for MSEA office as soon as possible following the meeting of the Committee at which the vote is verified. Official announcement shall also be made to the MSEA Board of Directors via email after phone calls are made and to the general membership by means of an official MSEA publication. Each candidate for MSEA office shall be sent an email announcing the results within five (5) working days after the verification of the ballot tabulation.
22. In case a runoff election is needed, the conduct of such election shall be at the direction of the Committee.
23. In any runoff election, one more candidate than needed to fill the position will be listed on the ballot.
24. Any candidate losing an election for any position on the MSEA Board of Directors by one percent or less of the total votes cast for that position shall have the right to request a recount of all votes cast for that position at association expense. Any candidate losing by more than one percent of the votes cast for that position may request a recount at his or her expense. If that recount determines that the candidate was the winner, the association will assume financial responsibility for the recount.
25. **Within seven (7) calendar days of the official announcement of the election results, a candidate for office or director may contest and/or lodge a complaint in writing regarding the conduct of the election to the MSEA Review Board. Complaints lodged after 5:00 PM on the seventh day will not be recognized.**
26. Unified dues monies, in any amount, may not be utilized to support the candidacy of any individual running for MSEA office, at-large or regional member board of directors, NEA director, or regional or at-large delegate to the NEA Representative Assembly.
27. Except when seeking information, no candidate, prospective candidate or other member shall utilize or seek the assistance of any UEP staff member in connection with the MSEA/NEA internal election process including all nominations procedures.
28. In elections conducted at a Representative Assembly meeting, no campaign literature or materials shall be distributed or posted, and no campaigning shall be permitted, during the time in which balloting occurs, within a prescribed distance from the ballot boxes, to be predetermined by the Nominations and Credentials Committee.
29. Candidates for MSEA office, board of directors, and NEA director preparing for the spring election may distribute campaign materials beginning on Saturday of the fall Representative Assembly. Candidates for office who have filed by close

of business on the Wednesday prior to the Representative Assembly shall be provided three (3) minutes to speak to the assembled delegates and may speak to local caucuses during the fall convention with the permission of the local caucus chair.

30. Special Elections: Pursuant to Article VIII, §1(j) and Article X, §2(c), the Committee shall conduct special elections to fill vacancies in MSEA vice president, treasurer, and board of directors and to add minority or ESP members-at large, as required. Special elections shall be conducted online of the delegates of the Representative Assembly or at the next Representative Assembly meeting, whichever may be completed in the most timely and efficient manner at the discretion of the Committee. In Special Elections conducted at a meeting of the Representative Assembly, nominations shall be sought from the floor of the meeting. In Special Elections that must be conducted online, nominations shall be sought by publication of the nominating form both on-line and in an official publication of the association. In Special Elections, the candidate shall be elected by a majority of the valid ballots cast. In the event that there is only one candidate for the position, such candidate shall be considered to be elected, without the necessity of an election for such office. Election by the Representative Assembly is not considered to be an election to the position of state delegate the National Education Association Representative Assembly.
31. In the event that a candidate declines a board of director position to which elected prior to commencement of the position's term, the nominated candidate with the next highest vote shall be offered the position. In the case of a candidate that declines the presidency, vice-presidency, or treasurer position to which elected prior to the commencement of the position's term, a special election shall be conducted.
32. Definitions used in determining "classroom teacher" and "supervisor" shall be those given in the NEA Bylaws:
 - a. Classroom teacher: Classroom teacher shall mean any person who is certified, where required, and a major part of whose time is spent in direct contact with students or who performs allied work which results in placement of the person on a local salary scale for teachers.
 - b. Supervisor and administrator: Supervisor and administrator shall mean any person who has continuing authority to hire, transfer, discipline, dismiss, or otherwise direct employees or to effectively recommend any of the aforesaid actions.
33. The procedures for election of delegates to the MSEA Representative Assembly shall meet the requirements of the Constitution and Bylaws of the National Education Association.

Revised September 2022/Bylaw Amend.

Guidelines for Endorsement of Candidates for Trustee to the State Retirement and Pension Systems Board of Trustees representing the Teachers' Retirement and Pension Systems

- a. Persons interested in receiving the endorsement of the Maryland State Education Association as candidates for Trustee to the State Retirement and Pension Systems Board representing the Teachers' Retirement and Pension Systems shall indicate, in writing, their intent to seek MSEA's endorsement.
- b. Candidates shall be invited to speak to the Representative Assembly for a period of time not to exceed three (3) minutes.
- c. The endorsement election shall be scheduled following the candidate speeches.
- d. Results of the endorsement election shall be announced prior to the adjournment of the MSEA Representative Assembly. The candidate receiving a plurality of valid ballots cast shall be designated as the endorsed candidate of the Maryland State Education Association.

Guidelines for the Election of Crisis Fund Trustees

1. Nominations shall be received on the floor of the MSEA Representative Assembly.
2. Nominations shall close after the call for candidates.
3. Those nominated candidates shall be invited to speak to the Representative Assembly for a period of time not to exceed three (3) minutes.
4. Paper ballots will be prepared and the election conducted at the same Representative Assembly
5. Results of the election shall be reported to the Representative Assembly upon certifying the results by the Nominations and Credentials Committee.
6. The candidate shall be elected by a plurality of valid ballots cast.

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