

MSTA/NEA Nominations and Election Guidelines

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

1. Candidates for MSTA office, and for member-at-large, Board of Directors, NEA Director(s), and for state delegates to the NEA Representative Assembly, are obtained by canvassing the membership, local associations, institutions of higher learning, and affiliated departments for nominations. Official nominating forms are mailed to local associations, departments, and institutions along with a time table of the deadlines involved. A nominating form and instructions will also 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, in proper form, will be accepted.
2. Candidates for MSTA office, member-at-large, Board of Directors, NEA Director, and state 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 those Guidelines, State Delegate to the NEA Representative Assembly is not considered to be an "office.")
3. It is the sole responsibility of each candidate to insure the receipt by MSTA by the deadline established of his or her nominating form, letter of intent, biographical statement, and glossy photograph suitable for publication. The Committee will adhere to the deadline without exception.
4. 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 MSTA/NEA policy and bylaws, and to adhere to the Code of Ethics as adopted by the Association.
5. The MSTA 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.
6. Election as an officer of the Association or member-at-large of the Board of Directors shall also be considered to be an election to the position of state delegate to the Representative Assembly of the National Education Association 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, however, to elections held at governance body meetings.
7. The candidate must be a member in good standing of the United Education Profession, including all three organizations, where eligible.
8. All valid candidates will be placed on the ballot in accordance with the MSTA bylaws.
9. Prior to the first meeting of the Committee, 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.
10. Membership status of the candidate shall be verified by the Association's Executive Director, or by a staff member designated by him/her.
11. A list of nominees, with biographical data and pictures, shall be published in an official MSTA publication at least three weeks in advance of the deadline for return of the ballots.
12. In an election for MSTA President, Vice President, Treasurer, or NEA Director, if 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. Similarly, if the number of candidates for at-large members of the MSTA Board of Directors equals the number of positions to be filled, such candidates shall be considered to be elected, without the necessity of an election.
13. Ballots shall be distributed at approximately the same time the publication is mailed to members. When ballots are being sent to building representatives, the ballot packets shall include a letter of instructions for Association Representatives. Only the Association Representative, or an Election Representative designated by the local president in cases where there is no Association Representative, may distribute paper ballots.

14. Paper ballots are to be returned to the Association representative, or may be mailed directly by the individual member.
15. If additional paper ballots are needed, the Association Representative shall contact MSTA, which shall arrange for replacement ballots to be sent.
16. Any member of the Nominations and Credentials Committee wishing to run for office, or for NEA State 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 MSTA/NEA elections conducted by the Committee.
17. 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.
18. The order of listing candidates on the original and runoff MSTA ballot shall be determined by randomization.
19. Results of the election shall be announced by phone calls to all candidates for MSTA 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 Board of Directors at its next meeting and to the general membership by means of an official MSTA publication. Each candidate for MSTA office shall be sent a letter announcing the results within five (5) working days after the verification of the ballot tabulation.
20. Should more administrators win the election than allowed by the Association bylaws, the higher office shall take precedence.
21. In case a runoff election is needed, the conduct of such election shall be at the direction of the Committee and shall conform to the regular election procedures.
22. In any runoff election, one more candidate than needed to fill the position will be listed on the ballot.
23. Any candidate losing an election for any position on the MSTA 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.
24. Unified dues monies, in any amount, may not be utilized to support the candidacy of any individual running for MSTA office, member-at-large, Board of Directors, NEA Director, or State Delegate to the NEA Representative Assembly.
25. 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 MSTA/NEA internal election process including all nominations procedures.
26. 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.
27. Candidates for MSTA spring election may distribute campaign materials beginning at the break prior to the final session of the fall Representative Assembly. Candidates may speak to local caucuses during the fall convention with the permission of the local caucus.
28. 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.
29. The procedures for election of delegates to the MSTA Representative Assembly shall meet the requirements of the Constitution and Bylaws of the National Education Association.

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 Teachers Association as candidates for Trustee to the State Retirement and Pension Systems Board representing the Teachers' Retirement and Pension Systems shall submit an application form. Such form shall appear in an issue of *ActionLine* no less than thirty (30) days prior to the convening of the MSTA Representative Assembly. Paper application forms shall also be available at MSTA Headquarters prior to that time.
- 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 MSTA Representative Assembly. The candidate receiving a plurality of valid ballots cast shall be designated as the endorsed candidate of the Maryland State Teachers Association.