

MEMORANDUM

TO: ESPBC Members

FROM: ESPBC Election Committee

RE: 2026 ESPBC Board of Directors Election Information

Please find the Nomination/Biographical Form, Personal Statement and Letter of Intent for Board of Directors positions. Included is a copy of the Election Guidelines. Duties of the Board of Directors Officers and Members are available upon request from the ESPBC Office. Listed below is the 2026 Election Schedule for ESPBC Board of Directors positions.

- Vice President (2026-2029)
- Treasurer (2026-2029)
- Paraeducator Director (2026-2029)
- Office Professional Director (2026-2029)
- Board At Large (2026-2029)

We must stress that if you wish to be considered for any of the Board of Directors positions, you should be nominated by someone else or be self-nominated. **Deadline for receipt of nominations is Friday, February 13, 2026, 5:00p.m.** If you wish to enhance your consideration for one of the listed positions, please follow the nominating procedures.

2026 ESPBC ELECTION SCHEDULE

February 13, 2026, 5:00pm (Friday)

This is the deadline for receipt of all nominations, i.e., Nominating/Biographical Form, Personal Statement and Letter of Intent, at the ESPBC Office. Along with any campaign related flyer you may wish to have distributed.

February 19, 2026, 5:00 p.m. (Thursday)

The ESPBC Election Committee meets to approve and construct the election ballot.

By February 23, 2026 (Monday)

Election online voting instructions sent to all members at their respective email via vendor (date to be confirmed).

February 23, 2026, 5:00 p.m. (Monday)

Preview of election candidates' biography and any associated flyer presented for placement on ESPBC Website.

March 2, 2026, 9:00 a.m. (Monday) – March 6, 2026, 5:00 p.m. (Friday)

Online election open.

March 9, 2026, 5:00 p.m. (Monday)

The ESPBC Election Committee will verify the online election results. Emails will be sent to candidates for Board of Directors positions based on the unofficial results by the Elections Committee Chair.

March 10, 2026, 4:30 p.m. (Tuesday)

Election results presented to Board of Directors and candidates.

March 19, 2026, 4:30 p.m. (Thursday)

Election results presented at RA.

ESPBC
2026 GUIDELINES FOR BOARD OF DIRECTORS NOMINATIONS AND ELECTIONS

1. It is the sole responsibility of each candidate to ensure receipt of his/her Nomination/Biographical Form, Personal Statement and Letter of Intent to ESPBC by the deadline. The Committee will adhere to the deadline, without exception. The Nomination/Biographical Form and Personal Statement must be submitted through the electronic nomination form <https://forms.gle/AwqATSGanFeappCy5>. The signed Letter of Intent may be printed and emailed or delivered to the ESPBC office by the deadline.
2. Nomination for Board of Directors, Officer, and Member positions shall be solicited from the general membership.
3. Candidates for ESPBC Board of Directors, Officer, and Member positions must signify their intention to run for office by submitting the online Nominating/Biographical Form along with the printed and signed Letter of Intent to the Election Committee by the nomination deadline as set by the Committee. A candidate may run for only one local Association office in any one election; Delegate positions for the MSEA Representative Assembly and NEA Representative Assembly are not deemed an “office” position.
4. The Nominating/Biographical Form, Personal Statement and Letter of Intent will serve as a biographical sketch of the candidate.
5. In order for the candidate to be placed on the online ballot by the Committee, the Letter of Intent must state the candidate's willingness to abide by the ESPBC, MSEA and NEA policies and Bylaws.
6. The candidate must be a member in good standing of ESPBC as stated in the Bylaws.
7. Candidates meeting all eligibility and filing requirements will be placed on the online ballot in accordance with any ESPBC Bylaws.
8. Candidate(s) wishing to have a campaign flyer shared on the website for the position they are running for should submit 1 copy of such flyer along with their required nomination forms by the deadline. Candidates may purchase a list of building rep labels for mailing campaign-related information for \$5 from the ESPBC office staff. Candidates may only communicate with members through printed flyers sent through inner office or flyers posted on the ESPBC website. Communications sent through BCPS emails are not sanctioned by ESPBC and may result in disciplinary action from BCPS.
9. Requirements of all candidates for Board of Directors regarding campaign-related information:
 - a. Copies must be provided to ESPBC office for election record
 - b. Materials must reflect accuracy
 - c. Violations of these provisions may result in an election challenge being filed
10. A list of nominees, with biographical data shall be available on the ESPBC Website at least one week in advance of the online ballot.
11. Instructions on how to vote will also be provided to members at their respective emails via the election vendor.
12. Board of Directors Officer and Member positions shall be elected by a majority of the membership voting.
13. Voting takes place via online ballot.

14. The ballot shall contain at least one nomination for each office.
15. Space shall be allowed on the ballot for writing in one other name for each office.
16. Election results shall be reported to the Board of Directors prior to the annual May meeting of the Association.

Article VI

Board of Directors

Section 1

The ESPBC Board of Directors shall consist of the duly-elected officers, three Paraeducators, three Office Professionals, and two members elected at-large by the membership. A quorum shall consist of fifty one percent (51%) of the members of the Board of Directors. A quorum shall be determined when at least 51% of the Board of Directors are in attendance.

Section 2

The Executive Officers shall consist of the following positions: President, Vice President, Secretary, and Treasurer. These officers shall be elected by the membership and shall serve a three-year term beginning August 1. Each candidate must be an ESPBC member in good standing for a minimum of two (2) calendar years prior to the date on which nominations for elections are closed and has served on the Board of Directors for a minimum of one (1) year.

Section 3

The Board of Directors shall be designated for three (3) Paraeducators, three (3) Office Professionals, and two (2) At-Large members, and shall be elected by the membership and each shall serve a three-year term beginning August 1. Each candidate must be an ESPBC member in good standing for a minimum of one (1) calendar year prior to the date on which nominations for elections are closed.

Article IX

Elections

Section 1

The Committee on Nominations & Elections shall prepare guidelines for the nomination, accreditation of officers, board members, representatives, and elections. The guidelines and an election calendar shall be presented annually to the Representative Assembly for review and adoption. The guidelines for Nominations and Elections can be found on the Association website. These guidelines may include but not be limited to the following:

- A. open nominations;
- B. provision for the distribution and collection on nominating forms and preparation of the candidate slate;
- C. provision for the publication of the list of nominations prior to and during the election;
- D. provision for the secret ballot election by the membership;
- E. provision for the tally of the ballots; and
- F. provision for the election of officers and representatives of the Board of Directors by the majority of the valid ballots cast or by acclamation where only one candidate is nominated.

Section 2

Elections shall be conducted between February and March. Nominations for officers and members of the Board of Directors shall be solicited from the general membership between the months of January and February.

Section 3

Officers and members of the Board of Directors shall be elected by a majority of those general members voting on a secret ballot prepared in accordance with these Bylaws and distributed to each member. The President and Secretary are to be elected at the same time and the Vice President and the Treasurer are to be elected at the same time. One Paraeducator/Interpreter, one Office Professional, and one Member At-Large are to be elected each year.

The official ballot shall contain at least one nomination for each office to be elected. The names shall be placed in nomination by the general membership or on the recommendation of the Nominations/Elections Committee. Space shall be allowed on the ballot for writing in one other nominee candidate for each office to be elected. All nominees candidates must be members of the association as stated in Article VI.

Section 4

Delegates to the MSEA and NEA Representative Assemblies shall be elected in accordance with the guidelines prepared by the Committee. These guidelines shall be consistent with the Bylaws of MSEA and NEA.

Section 5

The Committee shall be the final arbiter of election disputes. Said disputes must be presented to the Committee within five (5) workdays of the announcement of the results.