

EDUCATION SUPPORT PROFESSIONALS OF BALTIMORE COUNTY POLICY HANDBOOK

SECTION 1

GENERAL

1.1 ESPBC Goals

- A. To serve as the voice for office professionals, paraeducators and certain classified employees employed by Baltimore County Public Schools
- B. To maintain and promote a high level of service to the students and community
- C. To promote professional growth and excellence for office professionals, paraeducators and certain classified employees
- D. To promote good morale
- E. To secure, maintain, and promote the economic security of and general welfare of office professionals, paraeducators and certain classified employees
- F. To protect the professional rights of all members of the bargaining unit
- G. To promote an appreciation for education and educators in the community
- H. To secure, promote and protect human and civil rights for office professionals, paraeducators and certain classified employees
- I. To secure, promote, and protect human and civil rights in the Baltimore County Public Schools
- J. To strengthen the unity of ESP throughout the United Education Profession (UEP)
- K. To reach into the community to make the community aware of the importance of office professionals, paraeducators and certain classified employees in education

1.2 All ESPBC policies must comply, where relevant, to MSEA/NEA policy.

1.3 Coalition(s)

1.3.1 The ESPBC President or his/her designee to a coalition may take action without obtaining the opinion of the ESPBC Board of Directors providing the action and the action of the Coalition is consistent with ESPBC practice and policy.

1.3.2 When occasion warrants, and when possible, the Board of Directors of ESPBC will authorize assistance to other groups, organizations or associations when the following conditions are met:

- A. Such assistance must be consistent with, and beneficial to, the goals and programs of ESPBC.

- B. Such assistance shall not diminish the effectiveness of the Association staff in fulfilling duties and meeting responsibilities assigned to them.
- C. Such assistance shall not require expenditure of ESPBC funds unless reimbursed in full by the group assisted.

1.4 Snow and Emergency Conditions

- 1.4.1 Whenever schools are closed because of emergency conditions, all scheduled meetings will be canceled unless other arrangements are announced.

1.5 Contracts and Agreements

- 1.5.1 Contracts between the Association and any party, corporation or group must have the approval of the Board of Directors. The language of each contract, or when appropriate, the essence of the contract will be entered into the minutes of the meeting of the Board of Directors. Contracts will be signed by the President, attested to by the Executive Director, dated and affixed with the corporate seal of the Association.
- 1.5.2 Contracts for the Association shall be arranged by legal counsel according to the stipulations of the Board of Directors.

1.6 Association Spokesperson

- 1.6.1 The President, as the elected presiding officer, shall be the official spokesperson of ESPBC. The President and Executive Director shall counsel together when it would best serve the Association to have the Executive Director or other person speak on a particular matter in a particular instance.
 - 1.6.2 No person has the right to speak for the Association except according to the platform, resolutions, policies, positions or official documents approved by the Board of Directors of the Association. Personal opinions of the President, Executive Director, or other staff members which touch on matters relating to the Association must be clearly designated as such.
- 1.7 It is the position of the Board of Directors that all ESPBC meetings start on time as scheduled except under extraordinary circumstances.

SECTION 2

Board of Directors

- 2.1 The President may call an emergency meeting of the Board of Directors. A documented effort must be made to notify each member at least twenty-four (24) hours in advance. Emergency meetings may be called without the twenty-four (24) hours limit only with unanimous consent of the Board members.
- 2.2 Regular meetings of the Board of Directors will be scheduled by the President at least monthly, from August through June. Board members will be notified by mail and furnished a tentative agenda and minutes of the previous meeting at least five (5) days prior to the meeting.
- 2.3 The President may call a special meeting of the Board of Directors by announcement at a regular meeting. Absent members must be notified of the special meeting.
- 2.4 When an occasion arises in which the President must have consensus of the Board of Directors on matters requiring immediate attention, he/she is empowered to obtain such consensus by contacting each Board member. An individual Board member has the right to request that the President call an emergency meeting.
- 2.5 A quorum of not less than two-thirds (2/3) of the Board of Directors members shall be required for the transaction of official business.
- 2.6 Meetings of the Board of Directors are open to all current and retired members of ESPBC unless the Board is in executive session. The President or any other member of the Board may request an executive session. If this request, or a motion to that effect, is supported by a simple majority of those present, the presiding officer shall declare an executive session. Official action of the Board may take place only during an open session.
- 2.7 Where possible, the following procedures are to be followed for the Board of Directors meetings:
 - A. The President shall submit an agenda and see that data is provided in writing at least five (5) days prior to the Board meeting.
 - B. A short summarization of any committee report presented to the Board for action shall be sent when feasible to all officers and Board members by the chairperson of each committee with a suggestion as to the type of action or reaction expected, at least five (5) days prior to the meeting.
 - C. The committee chair or his/her representative shall be invited to the Board meeting whenever a committee report is being submitted for action.
 - D. All committee chairs will provide an annual report for the committee notebook by June.

2.8 The Role and Responsibility of ESPBC Board of Directors members

The ESPBC Board of Directors is responsible for the management of the affairs of the Association. This includes corporate as well as organizational responsibilities which may be divided into several different roles. The roles and related responsibilities are as follows:

- 2.8.1 The LEGISLATIVE role involves adopting legislation to establish policy on issues not covered by the Bylaws. It may also include adopting appropriate motions to carry out the corporate responsibilities of the Board. Duties and activities related to this role are:
 - A. To attend all Board of Directors meetings and Representative Assemblies unless excused (a quorum is essential).
 - B. To set policy for ESPBC in identified areas, within the limits of the Bylaws.

- 2.8.2 The PLANNING role involves assuring that the short-and long-range planning necessary to accomplish the goals and objectives of the Association are provided for. Duties and activities related to this role are:
 - A. To participate in the annual Board of Directors workshop.
 - B. To review committee objectives and progress reports.
 - C. To facilitate the development of long-range plans for ESPBC.
 - D. To be responsible for providing for training of volunteers.
 - E. To provide for the analysis of research results and respond appropriately.
 - F. To approve the Board of Directors' yearly calendar.
 - G. To receive and act on committee reports and recommendations.
 - H. To determine Association program in order to implement established policies.
 - I. To establish priorities.
 - J. To measure the effectiveness of program objectives.

- 2.8.3 The BUDGETARY role involves preparing a budget to accomplish ESPBC goals, allocating the resources of the Association and monitoring expenditures. Duties and activities related to this role are:
 - A. To provide for the development of an annual budget for ESPBC to be submitted to the Board of Directors for consideration and approval.
 - B. To recommend to the Representative Assembly an amount for annual ESPBC dues.
 - C. To fulfill the fiduciary responsibility for the Corporation.
 - D. To approve expenditure of funds for certain activities.
 - E. To allocate and manage ESPBC resources.

- 2.8.4 The ORGANIZATIONAL/OPERATIONAL role involves the overall responsibility for assuring efficient day-to-day functioning of the Association. Duties and activities related to this role are:
- A. To approve the appointment of committee chairs.
 - B. To delegate authority as appropriate.
 - C. To confer responsibilities as appropriate.
 - D. To establish procedures as appropriate for carrying out Association policy.
 - E. To provide for necessary research.
 - F. To execute the policies of the Board of Directors.
 - G. To manage the affairs of the Corporation.
 - H. To be responsible for the execution of the policies of the Corporation.
 - I. To set parameters for the negotiating team.
 - J. To attend certain special meetings periodically (committee workshops, political activities, public events, etc.)
 - K. To assist in recruiting volunteers for special needs and promote active involvement in the Association.
- 2.8.5 The LEADERSHIP role is the visible level of responsibility involved in running the Association. Duties and activities related to this role are:
- A. To attend Recognition Dinner and ESPBC staff development workshops.
 - B. To provide for motivation and reward of volunteers.
 - C. To be available as a liaison, when possible, to ESPBC committees as a resource.
 - D. To represent the Board of Directors at various Association activities.
 - E. To be active on state and national committees, as appropriate.
- 2.8.6 The ADVOCACY role is to actively promote the Association and its members in various situations. Duties and activities related to this role are:
- A. To be an advocate for the Association, both internally and externally.
 - B. To promote membership in the United Education Profession (UEP).
 - C. To represent the members in employer-employee relations (ESPBC).
- 2.8.7 The PUBLIC RELATIONS role is to speak for the Association in such a way as to improve the image of the Board of Directors and ESPBC. Duties and activities related to this role would include:
- A. Promoting the image of the profession and the Association whenever and wherever possible.
 - B. Providing for motivating and rewarding volunteers.
- 2.9 All newly elected members of the ESPBC Board of Directors shall receive a copy of the Bylaws and ESPBC Policy Manual.
- 2.10 There shall be a bi-annual review of ESPBC Bylaws and Policy by the ESPBC Board of Directors.

SECTION 3

Financial

- 3.1 Reimbursement for individual lodging expenses at a conference or convention shall not exceed the standard established cost for the lodging provided for in the original arrangements for double occupancy. No individual will be reimbursed nor shall he/she consider as part of the expense of the Association any lodging charge over and above the established individual rate based on double occupancy. Further, any individual who, by his/her own action, chooses not to use the original arrangements will be responsible for the cost of those arrangements so as not to cause additional expense for the Association. Special funding requests shall be considered by the Board of Directors for approval.
- 3.2 All vouchers reflecting appropriate Association expenses must be submitted for reimbursement to the Association within thirty (30) days of the end of the month during which expenses were incurred. Vouchers are subject to review by the President and Executive Director.
- 3.3 The President, Treasurer, and Executive Director shall have the authority to invest “float money” and any other available money for maximum interest whenever possible. Any investment change shall be reported to the Board of Directors.
- 3.4 The Board of Directors authorizes the use of the signature of the incoming President of ESPBC on all official documents as of August 1.
- 3.5 If possible, a contingency fund equal to approximately three percent (3%) of the total budget should be included in the budget to prevent the possibility of over-spending.
- 3.6 The members of the Unified Sick Leave Bank (USLB) Committee and Negotiating Team shall be reimbursed for mileage incurred as a result of the Unified Sick Leave Bank or negotiations business beyond what would be the normal round trip from home to school.
- 3.7 The President, Vice President, Treasurer, Secretary, and all members of the Board of Directors of the Association, shall be reimbursed for travel expenses to Board of Directors meetings, Representative Assembly meetings (Board members are not eligible to receive any attendance stipends paid to ARs), and ESPBC-sponsored workshops. Board members designated as committee liaisons shall be reimbursed for mileage to attend their designated committee meetings. Reimbursement shall be at the rate equal to that established by the federal government. Reimbursable miles driven include only those from the workplace to the location of the session (round-trip) however, mileage can be reimbursed from home if sessions are held on weekends or holidays (non-work days). Mileage is also reimbursable if a Board member(s) are specifically requested by the ESPBC President to attend a meeting or function.
- 3.8 The President, Vice President, Secretary, and Treasurer shall be reimbursed for expenses for their official duties. The following are chargeable as expenses while on Association business:

- A. Automobile mileage, or the actual cost of plane fare, train fare, or other conveyance. (Mileage for Vice President, Secretary, and Treasurer shall be for any mileage incurred as a result of ESPBC business beyond what would be the normal round trip from home to school.)
- B. Tolls, taxi, and other such necessary travel expenses
- C. Parking expenses
- D. Long distance telephone expenses for Association business
- E. Meals away from home when on Association business
- F. Hotel and motel expenses (except such items as laundry)

3.9 Receipts must be presented for lodging expenses and must accompany the proper vouchers. Amounts approved for reimbursement by the Board of Directors for attendance by members at conferences shall not be exceeded. Special funding requests shall be considered by the Board of Directors for approval. Receipts for public transportation and lodging must accompany vouchers when possible. Upon the timely submission of completed vouchers, accompanied by appropriate receipts, reimbursement checks will be issued by the ESPBC Treasurer within thirty (30) days of validating the information submitted.

3.10 The ESPBC Board of Directors shall establish the rates of reimbursement for expenses of MSEA and NEA Convention delegates. Unless excused by the MSEA or NEA President, a delegate must attend all Convention meetings and caucuses in order to receive full reimbursement.

3.11 All checks drawn on the account of the Education Support Professionals of Baltimore County (ESPBC), Inc. shall be signed by the Treasurer after having been approved by the President. In emergencies, when the Treasurer is not available, another executive officer may sign for the Treasurer. In such instance, a memo shall be sent to the Treasurer.

3.12 ESPBC Budget

3.12.1 The Board of Directors shall provide sufficient funds in the ESPBC budget to pay the expenses of the President and at least two (2) members of the Board of Directors, to the annual MSEA Leadership Training Retreat. Newly elected Board members will be given preference.

3.12.2 ESPBC Budget Committee Calendar

February	Budget Committee prepares budget
March	Budget presented to Board of Directors
April	Board of Directors acts on budget and sets dues
May	Representative Assembly adopts ESPBC dues

3.13 Budget Committee

The ESPBC Budget Committee should consist of six (6) members chaired by the ESPBC Treasurer. This committee shall have no more than two (2) members of the ESPBC Board of Directors, in addition to the ESPBC President, Vice President, Treasurer, and one staff person, serving as an advisor to the Committee.

3.14 Audit Committee

The ESPBC Audit Committee shall consist of three (3) at-large members, not currently in an elected leadership capacity (excluding delegate status). The President and Treasurer shall serve as a resource to the committee during its review.

3.15 Release Time

Only the President or their designee may approve release time

3.15.1

All requests for release time must be submitted in writing to the President 60 calendar days prior to the event.

3.15.2

The request for release time is for those designated conferences and conventions as outlined in the ESPBC Policy Procedures: Section 4.

3.15.3

Any request for release time not listed in Section 4 must be submitted with rationale to the President for approval. Approval of said application must be submitted 60 days prior to the event.

3.15.4

A member requesting release time will receive a written response within 5 business days of the request.

3.15.5

If a request for release time is denied, a member has the right to appeal the request to the ESPBC Board of Directors.

SECTION 4

Conferences and Conventions

- 4.1 Delegates to the NEA Representative Assembly shall be elected in compliance with MSEA/NEA Bylaws.
- 4.2 The Board of Directors shall annually determine the number of delegates elected at large that shall be funded.
- 4.3 Funds shall be appropriated by ESPBC to send at least two (2) persons accepted by MSEA for the MSEA Leadership Training Retreat.
- 4.4 ESPBC financed representatives at conferences shall submit to the Board of Directors a concise written report within thirty (30) days and be extended an invitation to make a presentation to the Board of Directors.
- 4.5 Members not actively engaged in their normal job assignment shall not be funded by ESPBC for convention, conferences, workshops, etc.
- 4.6 The Board of Directors shall determine annually the number of delegates to be funded for conferences such as NEA/ESP and NAEOP.
- 4.7 The Board of Directors shall determine the number of delegates to be funded, as the budget allows, for delegates attending the MSEA and NEA Conventions.
 - 4.7.1 MSEA Convention Delegate Reimbursement Guidelines:
 - A. Lodging arrangements will be made by TABCO/ESPBC and are master-billed.
 - B. All rooms are based on double occupancy. (Private room requests will incur an additional cost to the delegate and must be paid prior to the convention.)
 - C. Delegates are responsible for the cost of the room if they do not attend and do not cancel at least 48 hours prior to the convention.
 - D. Mileage, tolls and parking for the convention are not reimbursable.
 - E. Meal costs are not reimbursable.
 - F. Overall, a set stipend is paid to each delegate after the convention. This stipend will be preset by the ESPBC Board of Directors. The stipend may be reduced if the delegate has not attended all caucuses and convention sessions. (It will generally be several weeks before the stipend is sent to each delegate.)*
*See "Delegate Expectations" provided to each delegate prior to the convention.

4.7.2 NEA Convention Delegate Reimbursement Guidelines:

- A. Room arrangements are to be made by the individual delegates. Each delegate must pay the room deposit to secure the room reservation. ESPBC allots six (6) nights lodging for the convention. Additional nights must be paid by the individual delegate. Any delegate not attending the six (6) nights will only receive funding for only the number of nights attended.
- B. Delegates who do not attend the entire convention are responsible for their share of the room costs, because ESPBC only pays for the nights attended. Delegates who do not cancel at least 48 hours prior to the convention are also responsible for their share of the cost of the room.
- C. Airline/train reservations are to be made by the individual delegate. The cost is reimbursable prior to the convention only upon the presentation of proof of the paid reservation to the ESPBC Treasurer.
- D. Automobile mileage reimbursement may be paid to the convention, but may not exceed the allocated amount for airline/train transportation (round-trip). Mileage reimbursement will be payable only to the delegate-driver of the vehicle.
- E. Overall, delegate funding is an amount set annually in the adopted ESPBC Budget. Each delegate will receive a check at the pre-convention caucus held in June. The check will be in the amount of the full-funding allocation or the balance, if the delegate has requested and received transportation reimbursement prior to the pre-convention caucus. Delegates are responsible for any expenses over and above the amount of convention funding set in the ESPBC Budget or as approved by the Board of Directors. There will be no exceptions.
- F. Available funds which exceed the room and transportation costs may be applied toward other allowable expenses. Allowable expenses include: meals and snacks, unless otherwise stated; transportation to and/or from the airport or train station via shuttle, bus, or taxi; mileage to and/or from the airport or train station, payable to one delegate attendee per vehicle. Expenses which are NOT allowable include: taxi services for the purpose of traveling to and/or from convention centers (where convention transportation has been supplied); car rental; entertainment expenses.
- G. All required convention-related receipts are due to the ESPBC office no later than 30 days following the last day of the month in which the convention expenses were incurred.
- H. In order to maintain full funding, each delegate must fulfill expectations as specified in the "Delegate Expectations" information provided to each delegate prior to the convention. Failure to comply with the above noted expectations will result in ESPBC not providing local funding for the individual in the future, although the individual would remain eligible to be an attendee or an elected delegate.

4.7.3 NEA ESP and NEA Mid-Atlantic Conferences:

- A. Registration fees will be paid by the ESPBC Treasurer.
- B. Room arrangements are to be made by individual attendees. Each attendee must pay the room deposit to secure the room reservation.
- C. Transportation expenses for airplane/train/automobile will be arranged for and paid by the individual attendee. Depending on the mode of transportation selected, these expenses may be reimbursed prior to the conference upon presentation of proof of the paid reservation to the ESPBC Treasurer. Automobile mileage expenses to and from the conference may be reimbursed, but shall not exceed the amount allocated for round-trip airline/train transportation expenses.
- D. Allowable expenses include: meals and snacks, unless otherwise stated; transportation to and/or from the airport or train station via shuttle, bus, or taxi; mileage to and/or from the airport or train station, payable to one conference attendee per vehicle. Expenses which are NOT allowable include: taxi services for the purpose of traveling to and/or from conference centers (where conference transportation has been supplied); car rental; entertainment expenses.
- E. Conference attendees are responsible for the cost of their share of the hotel room expenses if the individual does not attend and does not cancel at least 48 hours prior to the conference.
- F. Funding for the NEA ESP and the NEA Mid-Atlantic Conferences is a total amount set for each attendee as allocated in the ESPBC Budget. From this total amount of funding, transportation, lodging and registration fees are paid. The remaining funds, if any, are considered expense monies (See "D" above for allowable expenses). Any expenses incurred that exceed the total amount of the funding allocation will be the sole responsibility of the attendee.

4.7.4 MSEA and NEA Workshop or Leadership Training Reimbursement Guidelines:

- A. Registration fees will be paid by the ESPBC Treasurer.
- B. Lodging expenses will either be paid by the ESPBC Treasurer or may be incorporated as part of the registration fees paid for the workshop or training session. (Private room requests will incur a separate cost to the attendee and must be paid prior to the conference or training session.)
- C. Mileage reimbursement will not be provided.
- D. All meals (or most meals) are provided to attendees in these types of sessions. The associated costs for these meals are incorporated into the registration fees paid for the conference or training session. Under these circumstances, no additional meal-related expenses will be reimbursed. The ESPBC Board of Directors must approve, in advance of the conference or training session, any meal reimbursement procedures that differ from those noted above.
- E. No expenses will be reimbursed beyond those indicated above.

- 4.8 If a delegate cannot attend a conference or convention, the delegate must notify the President or the coordinator of conventions so that substitutions can be made or the delegate will be billed for unused rooms and non-reimbursable registration fees.

4.9 Retreats

The Board of Directors Spring Retreat shall be for two (2) days, one (1) night, and the Fall Retreat will be for one (1) full day, provided funds are available, unless otherwise approved by the Board of Directors.

SECTION 5

Programs

5.1 Leadership Program

- 5.1.1 To assure a continuous cadre of leaders and volunteers to carry out the program and goals of the Association.

5.2 Membership Program

- 5.2.1 To recruit and retain members
- 5.2.2 There shall be no refund for membership dues except as provided in this regulation without the approval of the Board of Directors. All new members joining on or after September 15 of a given year shall be permitted to join ESPBC for the balance of the year by paying prorated dues.
- 5.2.3 Any member on payroll deduction whose employment terminates, shall have the balance of unpaid dues to the Association deducted.
- 5.2.4 Any individual joining by payroll deduction at any time during the year shall begin paying dues as soon as the form can be processed. This regulation may be waived when special end-of-year incentive programs are applicable.
- 5.2.5 It shall be the policy of the Association not to release membership lists to any agency, association, or person for purposes not directly related to the business of this Association. The Executive Director of the Association shall be held directly responsible for insuring this policy.

5.3 Negotiations and Negotiations Committee

- 5.3.1 To negotiate a contract based on the members' needs, maintaining and where necessary improving employee rights, wages, and working conditions; to build member awareness of pertinent parts of the Master Agreement and the Fair Labor Standards Act and the importance of their role in contract enforcement, and to address problems concerning knowledge of member rights; to encourage membership to assert their rights in a positive manner to negotiate improved contracts annually.
- 5.3.2 The spokesperson for the ESPBC Negotiations Team shall be determined by the team.
- 5.3.3 The staff and Negotiating Team shall be directed by the priorities set by the Board of Directors.
- 5.3.4 In order to serve on the ESPBC Negotiations Team, it is desirable that the team member has completed, or be willing to enroll in negotiations training.
- 5.3.5 The process for selection of Negotiating Team should be:
 - A. Appropriate advance announcement of vacant positions should be published in the ESPBC Banner at least twice.
 - B. The statement of qualifications and procedures and application form should be sent to all interested persons.

- C. The Association shall delineate and activate affirmative action steps to identify and encourage qualified minority representation among team members over a period of time.
- D. The deadline for returning completed and signed applications should be on or about September 15 of each year. This time may be extended by action of the Board of Directors. In case of unexpected vacancy, the Board of Directors should establish an appropriate schedule.
- E. An individual filing an application should be scheduled for an interview.
- F. The interview team should consist of the ESPBC President, Chief Negotiator, and the ESPBC Vice President and staff liaison. Continuing members of the current Negotiating Team should be invited to participate in the interview process but not participate in any “vote.”
- G. The President will present to the Board of Directors the names of up to two (2) candidates more than the number of positions available whenever possible. The order of preference of these candidates should be identified for the Board of Directors in executive session. The Board of Directors should also receive copies of the applications of each of the candidates.
- H. The Board of Directors shall make the final determination as to the members of the Negotiating Team.
- I. Members of the Board of Directors may serve on the Negotiating Team only if approved by the Board of Directors.
- J. Persons appointed to regular positions should serve terms of two (2) years unless a one-year term is necessary to facilitate the staggering of terms.
- K. All applicants should be notified of the results of the selection process as soon as possible following the selection.
- L. Names and schools and/or offices of the Negotiating Team members will be reported in ESPBC publications following appointment by the Board of Directors.

5.3.6 The individuals voting on the ratification of the contract of the Board of Education with ESPBC is limited to those persons who hold active membership in the Association.

5.3.7 Negotiations Program Calendar

April-May	ESPBC communications announces beginning of preparations for negotiations and requests suggestions.
	ESPBC communications announces vacancies on Negotiating Team and seeks applicants.
September	Negotiating Team reviews concepts package Board of Directors acts on concepts package
October	Board of Directors presents concepts package and receives input at area meetings Negotiating Team and staff prepares negotiations package Board of Directors adopts negotiations package
November 1	Formal negotiations begin

December 15	Scheduled date for completing negotiations Board of Directors considers negotiated agreement
February	Board budget hearings
March 1 April 15	County Executive budget consideration
April 16 May 31	County Council budget consideration
June 1-5	Renegotiations (if necessary) Members ratify negotiated agreement

5.4 Political Action

5.4.1 To develop an awareness of the importance of being politically involved on the local, state, and national levels especially in education and human rights issues.

5.4.2 ESPBC liaisons are members of the TABCO Government Relations Committee and report to the ESPBC Board of Directors actions of this committee for approval.

5.4.3 ESPBC members serving on the TABCO Government Relations Committee shall be voting members of this committee.

5.5 Public Relations

5.5.1 To establish programs to promote member awareness and community awareness of ESPBC and the contributions of paraeducators and office professionals to quality education in the Baltimore County Public Schools.

5.5.2 ESPBC publications shall directly report the Association's point of view.

5.5.3 The ESPBC Banner shall carry the names of all officers, and members of the Board of Directors; MSEA and NEA affiliation shall be noted.

5.5.4 General Purposes of ESPBC Publications

A. The publications of ESPBC shall inform members of ESPBC concerning past, present, and future activities of their local association, its officers, Board of Directors, and committees.

B. ESPBC publications shall afford individual members an opportunity to express their views and ideas; afford the President, other Association officers, and the Executive Director a means to communicate with the membership; and afford laymen who read the publications an opportunity to recognize educators as professional persons working together.

C. ESPBC publications will publish controversial material only when it is submitted in a constructive manner with opinions well considered and supported by logical premises.

5.5.5 ESPBC material shall be divided into “General Distribution,” “Members Only,” or “Association Representatives Only” categories for distribution.

Items for “General Distribution” shall include:

- A. Master Agreement
- B. Membership issue of the ESPBC Banner

Items for “Members Only Distribution” shall include:

- A. ESPBC/TABCO Calendar
- B. ESPBC Banner
- C. Special Services Information
- D. Special bulletins and flyers
- E. ESPBC Quick Hits

Non-member refers to any unit member employee of the Board of Education who is eligible for ESPBC membership but who has not joined.

5.6 Recognition

5.6.1 ESPBC shall fund Recognition-Retirement dinners for retiring ESPBC members only and for Employees of the Year, as a partnership affair with the Board of Education and TABCO at the annual Retirement celebration.

5.6.2 Schools, which have achieved at least 90% membership, shall receive appropriate recognition.

5.6.3 The President will personally and/or publicly recognize individuals who volunteer to work for the Association.

5.6.4 The President shall determine the appropriate form of recognition unless specifically decided by the Board of Directors.

5.6.5 The President shall periodically apprise the Board of Directors of the names of individuals recognized and the type of recognition given.

5.6.6 In order to identify and recognize individuals who have made an outstanding contribution as a paraeducator and office professional with Baltimore County Public Schools, a Recognition Committee shall be appointed. This committee shall be charged with the responsibility for making annual recognition recommendations for approval by the Board of Directors.

- 5.6.7 The Recognition Committee shall consist of at least four (4) members. This committee is responsible for nominations for “Employees of the Year,” honoring ESPBC retirees, and dinner arrangements.
- 5.6.8 Judges for the “Employees of the Year” shall consist of 2 paraeducators and 2 office professionals. The names of the judges shall remain anonymous.
- 5.6.9 Judges are charged with considering nomination forms and selection of the paraeducator and office professional employee of the year based on accomplishments on the job and in the community. Names of the nominees shall remain anonymous.
- 5.6.10 The award shall be the presentation of a suitable engraved award approved by the Board of Directors. It is anticipated that not more than a total of two (2) awards would be presented in any one (1) year.
- 5.6.11 Anyone submitting the established nomination slip and subsequent form must be a member of the UEP. The nomination forms will be available through publications and at ESPBC/TABCO headquarters.
- 5.6.12 Completed nomination forms are to be mailed to the ESPBC/TABCO office and must be postmarked on or before February 21 (or the Monday following the weekend of the 21st) of the school year in which the award is to be given. All nomination forms must bear the signature of the person making the nomination, along with his/her school. All nominees must be members of the UEP.
- 5.6.13 The nomination forms will provide a space for the signature of an individual(s) interested in seconding the nomination. One seconder is required. Each person seconding the nomination must submit a letter of support. Seconder(s) must be member(s) of the UEP, if eligible.
- 5.6.14 The committee will announce the names of the “Employees of the Year” following their selection and approval by the Board of Directors.
- 5.6.15 ESPBC Recognition Awards will be presented by the President representing the Association at a time and place deemed appropriate by the Board of Directors. It is expected that the presentations will be given at a well-publicized function open to the membership and fitting such a significant occasion.
- 5.6.16 Present members of the Recognition Committee are ineligible to receive this award.
- 5.6.17 Retirees from July 1 through June 30 will be honored at the May Recognition/Retirement Dinner. These retirees shall be presented with a suitable token of recognition.
- 5.6.18 Scholarship Committee will be charged with awarding no more than two (2) scholarships.

5.7 Human Relations and Minority Concerns

5.7.1 The objectives are to build an understanding of individual differences and promote better human relations.

5.8 Unified Sick Leave Bank

5.8.1 Rules (see Article 8.15 – Master Agreement)

5.8.2 Members of the Board of Directors may serve on the Sick Leave Bank Committee only if approved by the Board of Directors.

5.9 Program Policies

5.9.1 Any committee expenditure under \$100 must be submitted to and approved by the President and Executive Director. Any committee expenditure over \$100 must be approved by the Board of Directors.

5.9.2 Committee chairpersons and the President should discuss committee progress and committee needs as needed.

5.9.3 The Board of Directors should do an evaluation of the program each year either at its retreats or another appropriate time.

5.9.4 ESPBC goals shall be reviewed periodically and revised by the Board of Directors upon recommendation by the President. The Executive Director will provide consultation.

5.9.5 The ESPBC budget is presented to the Board of Directors in April.

5.10 Committees

5.10.1 Whenever legally possible, nonmembers should be excluded from participation in ESPBC activities. Committee chairs and general membership shall be made aware of this policy.

5.10.2 General committee procedures are as follows:

- A. Plans for undertaking any extraordinary activity under the auspices of a committee in the name of ESPBC must have the approval of the Board of Directors.
- B. Any change in the scope of a committee must be presented to the Board of Directors.
- C. Committee chairs who wish to appear before the Board of Directors with a problem, request, or recommendation for action may do so at most regularly scheduled meetings if advance arrangements are made with the President.

- D. If a committee member misses two (2) meetings without notifying the chair, the chair should submit his/her name to the President for considering removal from the committee.
- E. Committee members who have repeated absences (three or more) should be contacted as to their desire to continue membership on the committee.
- F. The President should strive to maintain committee continuity.
- G. All Committee Chairs will maintain meeting attendance logs.

5.10.3 Committees in ESPBC have the following functions:

- A. Committees function to carry out the directions of the Board of Directors.
- B. The Board of Directors is authorized by the Bylaws as the only body with executive powers, therefore, no committee may form new policies without the official consent and direction of the Board of Directors.
- C. The functions of the committee shall include research, the formulation of proposals and recommendations for the design and promotion of activities which advance the goals of the Association.
- D. The power to act can only be given a committee by the Board of Directors, under its direction, with full responsibility for such action upon the Board.
- E. The President, with the approval of the Board of Directors, may restrict or broaden the interests or activities of a committee at any time.

5.10.4 The committee's permanent binder shall be made available to the following year's committee in order to provide continuity.

5.10.5 When appropriate, members wishing to serve on a state committee should make a commitment to serve on the ESPBC program committee serving the same purpose in order to be nominated and otherwise supported for the state committee.

5.10.6 Regular attendance at committee meetings is a prerequisite for participation in workshops and other extracurricular activities of that committee.

5.10.7 Program committee workshops will not include mileage.

5.10.8 Committee minutes and annual goals and progress report shall be kept on a permanent basis in a binder in the ESPBC/TABCO office.

5.11 Surveys

5.11.1 General membership surveys can only be approved and funded through the Board of Directors.

5.12 Board of Education Printouts

5.12.1 Requests for Board of Education printouts must go through the President or the Executive Director.

SECTION 6

Elections

6.1 Nominations and Elections Committee Composition and Selection

- A. The Elections Committee shall consist of five (5) members.
- B. Members of the Elections Committee shall serve from August 1 to July 31. All vacancies shall be filled by the President, subject to approval of the Board of Directors.
- C. The names of members of the Elections Committee shall be published in the January ESPBC Banner.
- D. Membership on the Elections Committee shall be considered an appointed position.

6.2 Nominations and Elections Board Committee Responsibilities

- A. Implement election rules according to Bylaws of the Association.
- B. Establish exact time for the closing of balloting.
- C. Establish an exact time for receiving of ballots prior to the start of tabulation.
- D. Publicize and emphasize proper election procedures, dates, etc. by contacting members prior to election.
- E. Oversee election procedures and report all alleged infractions to the Board of Directors.
- F. Draw up the official ballot.
- G. Arrange for the collection of ballots at the proper time after voting is completed.
- H. Certify that the ballots have been correctly received and tabulate the ballots.
- I. Notify the President of the Association and candidates of the election results.
- J. All members of the Elections Committee shall agree to take no active role* in promoting any candidate or position.

* NOTE: Guidelines for defining “active role.”

- 1. Endorsement of a candidate either verbally or in print.
- 2. Membership on a candidate’s election committee.
- 3. Volunteer work of any kind for a candidate.

6.3 General Election Procedures

- A. Nominations for officers and board members shall be solicited from the general membership during February/March.
- B. Submit to all candidates upon filing a list of election responsibilities and procedures.
- C. Provide each declared candidate the opportunity to receive one set of AR labels for mailing campaign-related information.

- D. Requirements of all candidates for office, before distribution:
 - 1. Submit materials to ESPBC office for election record;
 - 2. Materials must reflect accuracy;
 - 3. Violations of these provisions may result in an election challenge being filed.
- E. Elections shall be completed by April 15.
- F. Officers and members of the Board of Directors shall be elected by a majority of the general membership voting.
- G. Voting shall take place on a printed secret ballot, distributed to each member at his/her workplace.
- H. The ballot shall contain at least one nomination slot for each office.
- I. Space shall be allowed on the ballot for writing in one other name for each office.
- J. All nominees must be members of the Association.
- K. Write-in candidates seeking positions on the Board of Directors must receive a minimum of twenty-five (25) valid write-in votes in order to be declared the winner.
- L. Election results shall be reported to the Board of Directors prior to the annual meeting of the Association.
- M. The President will automatically be a delegate for the NEA and MSEA Conventions.

Revised 5/2005;
5/2006;
5/2007;
2/2008;
5/2011 – Edited for Name Change to ESPBC
5/2020