

Protocols

for the
Election of the Student Member
of the Board of Education

Montgomery County, MD



Montgomery County Region of the Maryland Association of Student Councils

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The Protocols are the agreement between the Board of Education (BOE) and The Montgomery County Region of the Maryland Association of Student Councils (MCR) for the election of the Student Member of the Board of Education.

(Section 3-901, Education Article, Annotated Code of Maryland, Subtitles 9. Montgomery County)

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Education Article Annotated Code of Maryland

Section 3–901
Education Article
Annotated Code of Maryland

Subtitles 9. Montgomery County.

§ 3-901. Membership

- a) Definitions. —In this subtitle, the following words have the meanings indicated:
- (1) “Elected member” means 1 of the 7 elected and voting members of the Montgomery County Board or a member appointed to fill a vacancy of 1 of these 7 members.
 - (2) “Board of Education District” means a geographic area of the Montgomery County in which an elected member of the Montgomery County Board of Education must be a legal resident. The geographic area of each district is that encompassed by the election districts and precincts, as of January 1, 1987, described in subsection (f) of this section. Each district shall be substantially equal in population, and the districts shall be reapportioned on the basis of each decennial census of the United States. Reapportioned districts shall become effective for the term of office commencing after the first regular primary election held at least 15 months after the official report on population is received by the State from the Bureau of Census.
- b) Composition. —The Montgomery County Board consists of:
- (1) 5 elected members, each of whom resides in a different Board of Education district;
 - (2) 2 elected members who may reside anywhere in the county; and
 - (3) 1 student member.
- c) Qualifications of elected members. —An elected member of the county Board shall be a registered voter of Montgomery County.
- d) Election of members. —Members of the Montgomery County Board shall be elected at the general election every 2 years as required by subsection (f) of this section.
- e) Qualifications and election of student member; student member special provisions.
- (1) The student member shall be a bona fide resident of Montgomery County and a regularly enrolled junior or senior year student from a Montgomery County public high school.
 - (2) The nomination and election process shall be as agreed on by the Montgomery County Board and the Montgomery County Region of the Maryland Association of Student Councils (MCR). This agreement shall include a process by which to replace one or both of the final candidates if they are unable to proceed in the election. Any student enrolled in middle or high schools in the Montgomery County public schools may:
 - i. Nominate a student member candidate;
 - ii. Vote for delegates from the student’s school, who in turn vote in a nominating convention to reduce to 2 the number of candidates for student Board member if there are 3 or more candidates; and
 - iii. Vote directly for 1 of the 2 remaining student Board member candidates.

- (3) The candidate receiving the second highest number of votes in the direct election shall become the alternate student member. The alternate shall serve if the student member is unable to complete his/her elected term.
 - (4) Except as provided in paragraphs (5), (6), and (7) of this subsection, the student member has the same rights and privileges of an elected member.
 - (5) Unless invited to attend by the affirmative vote of a majority of the County Board, the student member may not attend an executive session that relates to:
 - i. Hearings held under §6–202 (a) of this article; or
 - ii. Collective bargaining.
 - (6) As provided in paragraph (7) of this subsection, the student member shall vote on all matters except those relating to:
 - i. § 6–202 (a) of this article
 - ii. Collective bargaining;
 - iii. Capital and operating budgets; and
 - iv. School closings, reopenings, and boundaries.
 - (7) On a majority vote of the elected members, the Board may determine, on a case by case basis, whether a matter under consideration is covered by the exclusionary provisions listed in paragraph (6) of this subsection.
- f) Term; vacancies; residency requirements. —
- (1) Each elected member serves for a term of 4 years beginning on December 1, after the member's election and until a successor is elected and qualifies. The terms of elected members are staggered as required by the terms of the members serving on the County Board as of July 1, 1978, so that four members are elected in gubernatorial election years, and 3 members are elected in presidential election years.
 - (2) Elected members of the County Board shall be elected by the votes of the entire county.
 - (3)
 - i. Of the three members elected in 1992 and every four years hereafter, one shall reside in Board of Education District 2, and 1 shall reside in Board of Education District 4. The third member may reside in any part of the county.
 - ii. Of the 4 members elected in 1990, and every 4 years thereafter, one shall reside in Board of Education District 1, and one shall reside in Board of Education District 1, one shall reside in Board of Education District 3, and one shall reside in Board of Education District 5. The fourth member may reside in any part of the county.
 - iii. The descriptions of board of education districts in this subsection refer to the geographical boundaries of the election districts and precincts:
 - (4)
 - i. The student member serves for a term of one year beginning on July 1, after his/her election.
 - ii. The student member shall be replaced for the remainder of the term by the alternate student member if the student member:
 1. Resigns or otherwise is unable to complete the term; or
 2. Is removed under the provisions of subsection (g) of this section.
 - iii. The elected members of the County Board shall select a student to complete the remainder of the term if the student member is replaced as provided in subparagraph (ii) of this paragraph and the alternate member:
 1. Resigns or otherwise is unable to complete the term; or

2. Is removed under the provisions of subsection (g) of this section.
- (5) The remaining members of the County Board shall select a qualified individual to fill any vacancy on the elected Board for the remainder of that term and until a successor is elected and qualifies.
- (6)
- i. Subject to subparagraph (ii) of this paragraph, an elected County Board member shall forfeit the office if the member fails to reside in the Board of Education district from which the member was elected.
 - ii. If the failure to continue to reside in the district is caused by an alteration in the board of education district boundaries because of reapportionment, the member may complete the term for which the member was elected.
 - iii. In the event of a vacancy caused by a member who is required to reside in a particular board of education district, the person appointed to fill the vacancy shall reside in the same district at the time of appointment and while serving out the unexpired term.
- g) Removal.—
- (1) The Montgomery County Council may remove a member of the County Board for:
 - i. Immorality;
 - ii. Misconduct in the office;
 - iii. Incompetence; or
 - iv. Willful neglect of duty
 - (2) Before removing a member, the County Council shall provide the member of a copy of the charges against him/her and give him/her an opportunity within 10 days to request a hearing.
 - (3) If a member requests a hearing within the 10–day period;
 - i. The County Council promptly shall hold a hearing, but a hearing may not be set within 10 days after the County Council sends the member a notice of the hearing; and
 - ii. The member shall have an opportunity to be heard publicly before the County Council in the member’s own defense, in person or by counsel.
 - iii. A member removed under this subsection has the right to a de novo review of the removal by the Circuit Court for Montgomery County. (An. Code 1957, art. 77, §36; 1978, ch. 22, § 2; 1982, ch. 338; 1984, chs. 53, 231; 1985, ch 660, 1987, ch. 501; 1989, ch, 266; 1991, ch. 55, § 1; 1992, ch. 340; 1993, chs. 176, 560; 1996, ch. 10, §§ 1, 16; 1997, chs 94, 95; 2000, ch 61, § 1; ch. 209, § 2; 2001, ch. 29, § 6; 2002, ch. 79; 2003, ch. 21, §7.)

§ 3–902. Compensation.

- a) Reimbursement for travel and other expenses.—An elected member of the County Board is entitled to reimbursement for travel and other expenses as provided by the Montgomery County Council.
- b) Annual Salary.—
 - (1) An elected member of the County Board is entitled to receive \$25,000 annually as compensation and the President of the County Board is entitled to an additional \$4,000 annually as compensation.

- (2) An elected member is entitled to health insurance and to other fringe benefits regularly provided to employees of the Board of Education under the same terms and conditions extended to other employees of the Board of Education.
- c) Student member.—
 - (1) The student member may not receive compensation but, after submitting expense vouchers, may be reimbursed for out-of-pocket expenses incurred in connection with official duties.
 - (2) A student member who completes a full term on the Board shall be granted a scholarship of \$5,000 to be applied toward the student's higher education costs. (An. Code 1957, art. 77, §, 36; 1978, ch. 22, § 2; 1986, ch. 246; 1996, ch. 10, §16; 2002, ch. 78.)

§ 3–903. Meetings.

- a) Actions to be public. — All actions of the County Board shall be taken after a public meeting, the record of which shall be made public.
- b) Executive session. — Except as provided in subsection (c) of this section, this section does not prohibit the County Board from meeting and deliberating in executive session provided that all action of the Board, together with the individual vote of each member, is contained in a public record.
- c) Appeal to the County Board.— If the County Superintendent denies an appeal of a decision by the chief operating officer of the county public schools to add or delete a school bus stop or to eliminate or move a school bus route, the appeal to the County Board and the decision on the appeal shall be governed by the following requirements:
 - (1) The County Board shall hold a public hearing on the matter contained in the appeal;
 - (2) Members of the public shall be given a reasonable opportunity to testify and present their views at the hearing; and
 - (3) The Board shall make a decision on the appeal in item (1) of this subsection at a public meeting and the individual vote of each member shall be recorded on the public record.
- d) Affirmative vote. — The affirmative vote of the members of the county Board for the passage of a motion by the County Board shall be
 - (1) 5 members when the student member is voting; or
 - (2) 4 members when the student member is not voting. (An. Code 1957, art. 77, § 36; 1978, ch. 22, § 2; 1989, ch. 266; 1996, ch. 10, § 16; 2000, ch. 164.)

Election Guidelines

General

A modified direct election procedure is used to elect the student member of the Board of Education. Should more than two eligible students file for the office, a convention shall be convened for the purpose of reducing the number of candidates to no more than two.

Once the finalists are identified, candidates have the opportunity to participate in a campaign that culminates in a general election in which all eligible students in middle schools and high schools have the opportunity to vote.

Filing Period

A filing period for the office of student member of the Board of Education shall be scheduled each January.

Special Election Committee

A. Appointment and Composition

The Montgomery County Region (MCR) president appoints a Special Elections Committee (SEC) that is charged with the responsibility of organizing and conducting the election of the student member of the Board of Education and the alternate.

The SEC is to be composed of students (who have no intention on running for SMOB) from middle and high schools representing the general geographic areas of the county; the election administrator, appointed by the MCR president, chairs the committee. The MCR and Montgomery County Junior Councils (MCJC) presidents, or their designees, and the current student member of the Board of Education (unless he/she is eligible for re-election) serve as ex officio members of the SEC and have voting privileges.

Rules governing the general conduct of the business of the SEC shall be adopted by the SEC (Appendix A).

B. Nominating Convention Procedures

Prior to the convening of the convention, each delegate is provided with an information packet prepared by the SEC containing resumes of each of the candidates and other information pertinent to the convention.

The SEC adopted rules and regulations govern the conduct of the election of convention delegates, as well as the conduct of the candidates' campaign and the convention.

The presiding officer of the convention shall be the MCR president or his/her designee. The MCR secretary or his/her designee maintains a record of the convention proceedings.

Unless otherwise designated in SEC rules, Robert's Rules of Order, Newly Revised shall govern the proceeding of the convention.

C. Subcommittees

The SEC shall establish subcommittees that may include:

- a) Publicity and Public Relations
- b) Nominating Convention/Town Meetings
- c) Grievance
- d) General Election
- e) TV Production
- f) MCJC Representative
- g) Question Formulation
- h) Additional subcommittees may be established as needed. (Description: Appendix C)

Delegate Election

If the amount of students interested in becoming delegates exceeds the allotted delegates for a school, delegates to the Nominating Convention shall be elected at the local secondary school by the eligible students of that school or their representatives. The delegate elections are conducted and supervised by the local student government association in accordance with detailed and standardized procedures established by the SEC. The election results are validated by the local school principal.

Ballots must be made available to all eligible students. The first five runners-up in the election at each secondary school shall be designated as the alternate delegates to the convention.

The formula for the determination of the school delegation's number shall be: one delegate for each 200 eligible students or fraction thereof (based on the September 30 official election report to the Maryland State Department of Education).

Election Rules

Delegates to Nominating Convention

Eligible students in middle school through Grade 12 may be candidates for election as delegates/alternates to the Nominating Convention for the election of the student member of the Board of Education. Delegates/alternates shall be elected at the local secondary school by eligible students.

Eligible students are defined as those students in middle school through Grade 12 who are regularly enrolled in Montgomery County Public Schools. This opportunity must be advertised to the entire school and not just to the student government.

Each school shall elect one delegate for each 200 eligible students or increment thereof. The first five runners-up shall be designated as alternate delegates. Schools may also send two observers, who may not take the place of a voting delegate. Observers do not need to be elected.

School delegation sizes shall be determined from the September 30th school enrollment report.

Delegate Representation Schedule

Number of Eligible Students	Number of Delegates
0-200	1
201-400	2
401-600	3
601-800	4
801-1000	5
1001-1200	6
1201-1400	7
1401-1600	8
1601-1800	9
1801-2000	10
2001-2200	11
2201-2400	12
2401-2600	13
2601-2800	14
2801-3000	15
3001-3200	16

In order to hold the election fairly and successfully, the following procedures shall be followed.

- a) There shall be a filing period of at least three school days to allow students interested in being convention delegates to file for election as delegates. The filing period

and election shall be advertised prior to the election in order to ensure that all students are aware of their opportunity to be elected as delegates to the convention.

- b) All middle and high schools shall be required to make a schoolwide announcement (provided by SEC and distributed to administrators) regarding Nominating Convention and that students who are interested in attending can participate in the delegate election.
- c) The delegate election may be held in a designated subject class, student government association (SGA) representative assembly, administrative units, or homerooms.

Candidates for the office of student member of the Board of Education have the option of distributing campaign materials to delegate to the convention. Delegate candidates may run in favor of a specific candidate.

Part I of the registration must be completed by 5:00 p.m., **February 4, 2018**. Part II of the registration must be completed by 5:00 p.m. on **February 18, 2018**. By submitting Part II of the registration, the school is certifying that they conducted the selection of students by the rule and procedures established in these Protocol.

General Process and Significant Events

The MCR Special Elections Committee (SEC) shall be responsible for organizing and administering the election. Secondary school SGAs shall be responsible for administering the election at their school. MCR officers, MCR special elections committee members, SGA officers, and SGA organizations may not endorse candidates. These leaders and organizations must remain neutral to ensure that the election process is administered fairly. When not engaged in their official duties, election officials have the same rights as all other citizens to freely express their political views so long as the official does not identify himself or herself as an election official when expressing those views (Election Law Article, Section 2-301(b)(2)). The SEC shall adopt rules that govern the conduct of its work.

Principals shall designate one school staff member to assume joint responsibility for the school's compliance with election procedures and the school's student chief election judge. This staff member shall attend the training session provided by the SEC for election officials.

The television program, "Meet the Candidates," shall be aired on MCPS Cable according to a schedule developed by MCPS Instructional TV in consultation with the SEC.

Schools that are cable ready may tape the program for future viewing or schedule viewing at a time of airing as may be appropriate to the individual school.

All program airings will have "open caption" for hearing impaired students.

Viewing of the program by all students shall be scheduled in social studies classes during the 10 days prior to the general election. Reasonable provisions to view the TV show by students who are not enrolled in social studies classes shall be made. A waiver for the viewing of the TV show in an alternative class or time may be submitted to the SEC, providing that all students have the opportunity to view it during instructional time.

Voter guides, scheduled to be delivered to schools by **at the beginning of April**, shall be distributed to all students by **April 18, 2018**. Guides **must** be available in English and Spanish (translated by MCPS personnel). If possible (by the discretion of the Board), guides translated into Chinese, French, Korean, Vietnamese, and Amharic are available upon request.

On **April 25, 2018**, the day of the general election, students shall be guaranteed adequate time to vote. Polls shall remain open throughout the school day. Students shall be given the time to vote with their English classes. However, schools may request a waiver of the English class requirement. (BOE Resolutions # 36–85, 37–85, 38–85).

Waivers

The principal, or their designee, after consultation with the local school chief judge, shall submit in writing such a waiver request to the Special Elections Committee. This request shall include a description of the local school plan to allow voting during the instructional day.

The SEC will forward the waiver request with their recommendations to the coordinator of Student Affairs to review the recommendation and approve or reject the request. This decision may be appealed to the deputy superintendent of schools. Their decision shall be final.

These rules shall govern future elections of the student member of the Board of Education until such time as the Board of Education or MCR shall propose a change. Further, each year MCR shall forward to the Board of Education a calendar of major events for review.

Nominating Convention

A. General Rules

Campaign material may neither be displayed nor distributed in the convention hall (auditorium) or in the registration area of the convention hall. The special elections administrator has the discretion to suspend this rule in the event of inclement weather or other special circumstances. All campaigning shall be suspended at the convening of the convention.

Prior to the call to order of the convention, candidates shall draw numbers to determine the order of introduction and speeches, question period, and concluding statements. Candidates shall be allowed an opening four minute speech. Speeches may include visual aides. The special elections administrator will provide a computer/projector. Candidates must bring presentations on a CD-ROM or USB flash drive and load them on the computer a half hour before the convening of the convention. Candidates may designate one assistant to help during their speech.

The convention may not amend the rules governing the proceedings of this convention.

Write-in candidates on any ballot shall not be allowed.

The two final candidates shall be determined by the convention delegates by secret ballot.

Should there be three to four candidates, the finalists shall be determined by a single secret ballot unless decided otherwise by the SEC. Should there be more than four candidates; a second preferential ballot will be used to determine the finalists.

A first ballot shall reduce the field of candidates by one-half (if the resulting number of candidates is fractional, the number of candidates shall be rounded up to the nearest whole number. (If the number of candidates exceeds 20, the first ballots shall reduce the field to 10.)

Should either of the final candidates withdraw during the period beginning with the end of the Nominating Convention through the general election, he/she shall be replaced by the semifinal candidate who received the next greatest number of votes. Should that individual decline to enter the election, the semifinal candidate with the next greatest number of votes shall be designated as a finalist.

Except as provided in these rules, Robert's Rules of Order, Newly Revised shall govern the proceeding of the convention.

Should school be closed due to inclement weather on the day of the convention, the convention shall be cancelled and rescheduled on the specified snow date. Should school be delayed due to inclement weather, the convention shall take place as scheduled.

The SEC shall have the authority to alter these rules by a simple majority vote. A 24-hour notice of said rules change(s) shall be provided to all interested parties.

The SEC may secure the services of a parliamentary consultant to assist the convention chairperson in the conduct of the convention.

B. Delegate Registration

When convention participants arrive, they will report to registration tables that shall be organized alphabetically by middle and high schools. Additional tables will be used for special and alternative schools, for the press and staff. Trained student registrars shall be stationed at each table to handle registration.

At the registration table, the convention participant will receive a name tag and he/she shall record their name and school on it. The name tag will indicate the participant's official status at the convention.

Voting delegates and alternates will sign their names on a delegation roster for their individual schools before receiving their credentials. Registered observers also must sign in. Voting delegates will receive their voting identification and voting passwords at this time.

Packets containing the convention rules, the agenda, and the voter guides will be available at the registration tables.

After completing the initial registration, participants will enter the convention hall.

C. Agenda

Please refer to Appendix H for the Nominating Convention agenda.

D. Balloting Procedures

Following the announcement of the first ballot, the presiding officer will begin dismissing voting delegates to vote.

Ballot judges will escort registered voting delegates to computers or chromebooks for voting.

Once a ballot is cast, the password is no longer valid.

Five minutes after the last voting delegates have been called to vote, the presiding officer will announce that balloting has ended. No voting will be allowed after this time.

The SEC Grievance Committee chairman shall monitor the tabulation of the ballots along with a neutral MCPS staff from the Department of Information and Applications Services.

When tabulating the first ballot, tellers shall rank the candidates in accordance with the number of votes each receives. Half of the candidates, those with the greatest number of votes, shall advance to the second ballot. (If the number of candidates is greater than 20, the candidates with the top 10 votes shall advance to the second ballot.)

A second ballot shall be voted if more than two candidates remain after the first ballot. This ballot shall ask for the top three choices. The two candidates receiving the greatest number of votes cast shall be declared the finalists. Should there be a tie between the second and third candidate, the second choice tabulation shall be added to the vote count of the tied candidates, and if need be, a third choice tabulation added.

E. Question and Answer Periods

Initial Round—Questions Prepared by SEC

The SEC will prepare the first set of questions.

Candidates shall be invited to respond to questions in the order picked during the drawing before the start of the nominating convention.

Each candidate will be given the opportunity to answer questions in the first round.

If the number of candidates is five or more, each candidate will have 30 seconds to address the question. If the number of candidates is less than five, each candidate will have 1 minute.

At the end of the first round of questions, each candidate will have one minute to give a concluding statement.

The initial round of the question and answer period will last no longer than one hour, unless otherwise determined by the SEC.

F. Questions from the Convention Floor

Time permitting following the first ballot, there shall be an additional round of questions.

Delegates shall pose this round of questioning from the floor of the convention. These questions shall be submitted in writing on cards provided by the special election committee. Each question shall be prescreened by a special committee of members designated by the election administrator. The following criteria shall be considered when questions are screened: repetition, question sense, appropriateness of the topic, intent (i.e., a personal attack), and relevance.

The final candidates will draw numbers to determine the order in which they will respond to questions in the second round. If the number of candidates is five or more, each candidate will have 30 seconds to address the question. If the number of candidates is less than five, each candidate will 1 minute. The times for responses and rebuttals may be adjusted by the SEC as time available during the convention allows. This question and answer period will last no longer than 1 hour, unless otherwise determined by the SEC.

G. Concluding Statements

At the end of the second round of questions, each candidate will have one minute and 30 seconds to give a concluding statement.

H. Grievance Procedure

Please refer to Appendix B for the grievance procedure.

Town Meeting

Should no more than two eligible students file for the office of student member of the Board of Education, the Special Elections Committee (SEC) shall convene a town meeting to allow secondary school delegates to direct questions to the candidates.

Unless otherwise provided for in these rules, Robert's Rules of Order, Newly Revised shall govern the operation of these meetings.

The MCR president or their designee shall preside at the meeting.

The rules governing this Town Meeting may not be amended by those assembled.

The order of the candidates' presentations shall be determined before each meeting by drawing lots.

Each candidate shall be allowed five minutes during the designated period of the agenda to deliver a campaign speech.

During the first round of questioning, questions prepared by the SEC shall be used. Each candidate shall draw their question(s) from a group of prepared question cards.

During the rounds of questioning, each question shall be directed to a specified candidate. The specified candidate shall have two minutes to answer the question. When two minutes have elapsed, the other candidate will have the opportunity to respond to the question for one minute. The exception shall be that if during the second round of questions neither or both of the candidates are specified, the chair shall alternate between the two candidates, giving both candidates the opportunity to answer in the same two minute-one minute limit specified above.

Official question cards shall be available during registration or may be secured during the meeting from the special elections committee. Completed cards must be approved by the screening committee.

On this card, the delegate shall write their name, the question, and preference of answering order if there is one. Cards will be collected by the screener at the microphone after the question has been asked and answered.

The “screened question box” shall be open until the end of the recess.

A screening committee appointed for the Town Meeting shall be composed of three SEC members, and shall screen these questions during the SEC question and answer period. The following criteria shall be considered when questions are screened: repetition, question sense, appropriateness of the topic, intent (i.e., a personal attack), and relevance.

General Election

I. General Rules

Eligible voters shall be defined as any students in middle school and high school who are regularly enrolled in Montgomery County Public Schools.

Write-in candidates shall not be allowed on ballots.

Campaign regulations shall be promulgated and published by the Special Elections Committee (SEC). (Appendix E)

Eligible voters may cast only one ballot.

The candidate receiving the greatest number of votes shall be declared the winner. The runner-up shall be designated the alternate.

Upon verification of the results by the special elections administrator and notification of the candidates, the election administrator shall be authorized to declare the election results final and official.

Provisions shall be made to insure that disabled persons or persons who are not proficient in English shall be provided the opportunity to vote.

Early Voting

Any student who shall not have access to the poll at their home school on Election Day shall be eligible to participate in early voting.

Early voting shall be available through the individual school elections officials and the MCR/Student Affairs office. Early voting is allowed for students attending field trips or other obligations that will take them out of the building for the entire school day.

All early voting will take place on **Friday, April 20, 2018, between 7:30 a.m. and 3:30 p.m.**

The SEC shall have the authority to alter these rules by a simple majority vote. A 24-hour notice of said rules change(s) shall be provided to all parties of interest.

II. Election Officials

The Montgomery County Region of the Maryland Association of Student Councils (MCR) president, with the advice/consent of the MCR Executive Committee, shall appoint the special elections administrator and deputy special elections administrator(s).

All local school election judges shall be appointed by their student government with the advice/consent of the local school administration.

The following local positions must be filled:

- Adult Election Supervisor
- Student Chief Judge
- Student Deputy Chief Judge
- Student Ballot Judges
- Student Registration Judges
- Student Alternate Judges (Refer to Appendix J)

The chief judge, deputy chief judge, and adult election supervisor must participate in a mandatory training workshop conducted by the SEC.

Local school judges may not publicly endorse any candidate. MCR officers, MCR special elections committee members, student government association (SGA) officers, and SGA organizations may not endorse candidates. These leaders and organizations must remain neutral to ensure that the election process is administered fairly. When not engaged in their official duties, election officials have the same rights as all other citizens to freely express their political views so long as the official does not identify himself or herself as an election official when expressing those views (Election Law Article, Section 2-301(b)(2)).

III. Election Procedures

A. Official Voter Registration

The official voter registration list shall be defined as the April 2018 attendance list provided by the Montgomery County Public Schools (MCPS) Office of the Chief Technology Officer (OCTO).

Students participating in early voting shall be ineligible to vote at the school on Election Day.

Students whose names do not appear on the roster shall be eligible to vote if the school supervising adult in charge of the election validates their school enrollment. The supervising adult will call the election center for a voter username and password.

B. Voting Equipment

Voting equipment will be MCPS school computers or chromebooks. Schools may designate as many computers as they wish as voting units. Computers will need internet connection. The actual election program is a secured web election program.

C. Security of Voting Equipment at Schools

At each school, the principal or their designee shall be responsible for maintaining the integrity of the polling place.

At all times, the adult election supervisor shall be present to ensure the integrity of the election.

When voting is completed, election officials shall be responsible for completing all election documents.

D. Voting

On the day of the general election, students shall be granted time to vote during their English classes. However, a school may request a waiver (BOE Resolution # 36–85, 37–85, 38-85) of this provision by:

The principal, after consulting with the local school chief judge, shall submit such a request in writing to the SEC. The request shall include a description of the proposed local school plan to be scheduled during the instructional day. The SEC shall review the request for a waiver and forward the request with its recommendation to approve or reject to the coordinator of Student Affairs. This decision may be appealed to the deputy superintendent of schools. His/her decision shall be final.

Each voter shall approach the registration table and identify him/herself.

The voter will then receive from the registration judge an official voter access card.

He/she shall then proceed to a ballot judge who will escort the voter to an empty voting unit to vote the ballot.

Having voted their choice, the voter shall press “submit,” return the voter access card, and exit the polling area as directed.

E. Provisional Ballots

Should a voter's name not be on the official roster, he/she should check with the chief judge and supervising adult.

The election adult election supervisor must verify that the student is officially enrolled in the school.

The adult election supervisor will call the election center for a user login and password for the student. The voter will proceed to the ballot judge and follow the steps listed above.

F. Voting by Students with Disabling Conditions

Should a voter not be able to vote because of a disability, the following procedure shall be used:

The disabled voter may appoint an assistant to vote for him/her. Both the disabled voter and his designee shall sign an affidavit provided by the SEC.

If the disabled voter does not have a person he/she can appoint, the chief judge and another judge shall assist by voting for the disabled voter. Both judges and the disabled voter shall sign an affidavit provided by the SEC.

Note: The affidavit form must be returned with the other election documents whether it was used or not.

G. Procedures for Securing and Transporting Critical Election Materials

Following the closing of the polls, the chief judge and supervising school staff member shall complete and sign all election documents. Other judges shall sign as required.

The election paperwork shall be returned to the SEC c/o the Student Leadership Unit (Carver Educational Service Center, Room 211). These documents should be put in the MCPS pony system the evening after the election to ensure pick up the following morning. Originals must be returned. Keep a copy for school records.

H. Tabulation of Ballots

The election results will be tabulated no later than 5:00 p.m. provided all schools were able to complete the voting process.

On Election Day, if a school is unable to complete the election process due to network failure or other extenuating circumstances, the special elections administrators and the coordinator of Student Affairs will determine, after consulting with the school's principal and adult election supervisor, the extended time allowed for the school to vote before certifying the election. This could extend the election into an additional day.

I. Certification of the Election

The election will be certified when all precincts have submitted results

The official election report shall be signed by the MCR election administrator, deputies, and coordinator of Student Leadership.

Upon verification of election results, the election administrator and chief administrative judge shall contact the candidates to inform them of the outcome.

J. Grievance Procedure

Please refer to Appendix B for the grievance procedure.

Appendices

Appendix A: Special Elections Committee Rules

Except as provided by specific action of this committee, Roberts Rules of Orders, Newly Revised shall govern the operation of this committee.

The membership of the committee shall be increased from meeting to meeting until such time as it reaches the number and representation prescribed in the guidelines governing the establishment of the committee or until such time that three consecutive regularly scheduled meetings have been held.

The presidents of MCR and the Montgomery County Junior Councils (MCJC), or their designees, and the current student member of the Board of Education shall be ex officio voting members of the committee. If the MCR president or SMOB is a candidate, he or she may not attend certain meetings of the SEC where confidential matters may be discussed.

Committee operating rules may be amended by a simple majority vote of the committee.

Appendix B: Grievance Procedures

The Grievance Committee shall not consider a grievance if said grievance is submitted after April 25, 2018.

Any eligible student (eligible students are students in middle school and high school who are regularly enrolled in the Montgomery County Public Schools [MCPS]) may express his/her grievance of an alleged infraction of campaign and election rules as defined in these Protocols and have an opportunity to support his/her position with evidence and witnesses.

A grievance shall be submitted in writing to the chairperson of the Grievance Committee (c/o MCR SEC/Student Leadership Unit) with a copy to the coordinator of Student Leadership. All written evidence must be submitted with the original complaint. Subsequent written evidence will not be accepted.

The Grievance Committee chairperson shall acknowledge the receipt of a grievance in writing within five school days.

The Grievance Committee chairperson shall work with MCPS staff to establish a time and location for a closed hearing of the grievance and shall give all concerned parties notice of the time and location of the hearing along with a copy of the grievance and hearing procedures.

The hearing date shall be selected within eight school days of the Grievance Committee chairperson's written acknowledgement of the grievance. The Grievance Committee chairman will appoint a grievance panel of three to five students from the Special Elections Committee (SEC).

Hearing Procedures for the Grievance Committee

All parties involved shall be informed of their right to present oral evidence, have counsel, and cross examine witnesses. Counsel may be present at the hearing but may not address the Grievance Committee panel or any witnesses.

At the closed hearing, all parties shall identify themselves and be sworn in. The grievant has the burden of proving his/her charges. The grievant and the respondent(s) will be given five minutes for an opening statement, then 60 minutes each to present evidence and call/question all of his/her own witnesses. Included in this time, the Grievance Committee panel may ask questions of the parties and the parties' witnesses. Each party is allotted ten minutes to cross examine each witness called by the other party. Grievant and respondent(s) shall be given five minutes for a closing statement. After the last closing statement, the hearing is complete.

The hearing shall be recorded in its entirety. At the conclusion of the hearing, all parties of interest shall be excused. The Grievance Committee panel shall conduct its deliberations in private within seven school days of the hearing.

The Grievance Committee panel shall have the opportunity to obtain additional information pertinent to the case.

The Grievance Committee panel shall reach its decision within seven school days from the date that it begins its deliberations and has five school days thereafter to issue a written decision.

The written decision of the committee shall include the reason(s) for the decision.

If the Grievance Committee panel determines that an infraction of the campaign and election rules has been established, the panel may fashion an appropriate remedy. However, the panel may not overturn or otherwise void the election.

If a grievance is filed against an individual, said individual shall be informed of the grievance and the evidence presented in support of the complaint.

The grievant or respondent may appeal the decision of the Grievance Committee panel within five school days of the postmarked mailing of the written decision of the panel. No new grievances or evidence may be added to the appeal. Said appeal shall be presented in writing to the election administrator (c/o MCRSEC/Student Leadership Unit). A copy of the appeal will be provided to the other party. The election administrator shall acknowledge receipt of the appeal within three school days and shall transmit the appeal to the Board of Education president.

The special elections administrator and president of the Board of Education shall jointly select a hearing examiner from a list of eligible individuals used by MCPS. Once designated, the hearing examiner shall review all written evidence and the audiotapes of the grievance hearing. The hearing examiner shall have the opportunity to obtain additional information pertinent to the case. At the hearing examiner's discretion, the parties may be permitted the opportunity to present oral arguments to the hearing examiner. Any oral arguments before the hearing examiner shall be recorded. The hearing examiner shall render a decision within ten school days after being assigned the case. The decision of the hearing examiner shall be final.

If a grievance is filed against the SEC, the election administrator shall acknowledge receipt of the grievance in writing and forward it to the MCPS Department of Student Services designee.

The president of the Board of Education shall select a hearing examiner from a list of eligible individuals. The hearing date shall be selected within eight school days of the election administrator's written acknowledgement of the grievance.

Hearing Procedures for a Grievance against the SEC

All parties involved shall be informed of their right to present oral evidence, have counsel, and cross examine witnesses. Counsel may be present at the hearing but may not address the hearing examiner or any witnesses.

At the closed hearing, all parties shall identify themselves and be sworn in. The grievant has the burden of proving his/her charges. The grievant and the respondent(s) will be given five minutes for an opening statement, then 60 minutes each to present evidence and call/question all of his/her own witnesses. Included in this time, the hearing examiner may ask questions of the parties and the parties' witnesses. Each party is allotted ten minutes to cross-examine each

witness called by the other party. Grievant and respondent(s) shall be given five minutes for a closing statement. After the last closing statement, the hearing is complete.

The hearing shall be recorded in its entirety. At the conclusion of the hearing, all parties of interest shall be excused. The hearing examiner shall conduct the deliberations in private within seven school days of the hearing.

The hearing examiner shall have the opportunity to obtain additional information pertinent to the case.

The hearing examiner shall reach a decision within seven school days from the date that he/she begins deliberations and has five school days thereafter to issue a written decision.

The written decision of the hearing examiner shall include the reason(s) for the decision.

If the hearing examiner determines that an infraction of the campaign and election rules has been established, the hearing examiner may fashion an appropriate remedy. However, the hearing examiner may not overturn or otherwise void the election. The decision of the hearing examiner shall be final.

The special elections administrator, acting on behalf of the SEC, may file a grievance.

Appendix C: Special Elections Committee Subcommittees

- a. Public Relations
 - i. The MCR Public Relations department ensures that all information is disseminated to all schools. That department will issue press releases as necessary.
- b. Nominating Convention/Town Meetings
 - i. A subcommittee of the SEC is charged with the responsibility of developing a procedure for validating delegate registration at the convention and assuring that only delegates cast votes during the balloting. This subcommittee is responsible for organizing and administrating the nominating convention and, as necessary, a town meeting.
- c. Grievance
 - i. This will be a subcommittee comprised of only SEC members, including ex officio members, to hear all grievances filed against candidates or the process. This committee will convene only if a grievance is filed.
- d. General Election
 - i. This committee, under the supervision of the special elections administrator, monitors the procedures used by the schools for voting. This group is responsible for all preparation and distribution of voting materials to the schools. He/she will also work with the special elections deputy to plan the election procedure of that day and to validate and declare the election results valid.
 - ii. Question Formulation: This committee formulates relevant questions for the candidates at the Nominating Convention. The questions will go to the SEC for review and approval.
 - iii. Committee members will travel the county to oversee the general elections. The chair will be responsible for assigning schools or areas to the committee members. This committee will be responsible for producing and administering a survey and evaluation sheet for these visits.
- e. TV Liaison
 - i. The Special Elections Administrator, in cooperation with the MCPS TV production staff and producers, will help produce a MCPS cable TV program featuring the two candidates entitled, "Meet the Candidates."

Appendix D: Nomination Form

Qualifications for office: The student member shall be a bonafide resident of Montgomery County and a regularly enrolled junior or senior year student from a Montgomery County public high school.

*The student must be in their sophomore or junior year at the time of nomination.

Who may nominate: Any student enrolled in middle school through Grade 12 in a Montgomery County public school may nominate a student member candidate.

For Nominator/Nominee	
Nominee's Name: _____	
Nominee's Grade: _____	
Nominee's School: _____	
Nominee's Address: _____	
Nominee's Home Phone: _____	
Nominee's Cell Phone: _____	
Nominee's Email Address: _____	
Signature of Nominee: _____	Date: _____
Signature of Nominator: _____	Date: _____

The above named individual has been nominated for the student seat on the Montgomery County Board of Education. I affirm that said individual is a student at the MCPS High School listed above and that he/she will be a junior or senior during the 2018-2019 school year.	
Signature of MCR Advisor: _____	Date: _____

Filing Deadline: This form must be in the possession of the MCR/Student Leadership Unit (c/o MCR SEC/Student Leadership Unit) no later than **Thursday, January 25, 2018, at 5:00 PM.**

If scanned and emailed, the original must be turned in at the mandatory candidates' meeting in the BOE Conference Room at CESC on **Friday, January 26, 2018, 6:00-7:30 PM.**

Appendix E: Campaign Regulations

Contributions/donations and expenditures for campaign materials shall be limited to \$4500. A limit of \$150 is set for prenominating convention contributions/donations and expenditures. The final two candidates are allowed the remaining balance of their \$150 plus the additional \$250. Where applicable, a sales receipt should be attached to the financial reports for any purchased materials. Material that is donated shall be priced out at a reasonable market value and included in contributions and donations. There shall be no limitation on person-power donations.

Failure to adhere to campaign finance regulations may result in sanctions to the candidate. The SEC reserves the right to question and look into any expenditures if a candidate is suspected to surpass the spending limits at any time.

Candidates shall be required to file preliminary and final financial reports. The Preliminary Financial report shall be filed with the special elections deputy at the Nominating Convention on **February 21, 2018**, no later than one-half hour before the start of the Nominating Convention. Failure to file said preliminary report shall result in the automatic announcement of this campaign infraction by the election administrator at the convention. The Final Financial report must be filed with the Student Leadership Unit on **April 25, 2018, by 5:00 PM**.

A list of all schools attending the convention shall be available to all candidates.

The Special Elections Committee (SEC) shall define prenominating convention and general campaign periods.

No person shall campaign or organize a campaign prior to filing. Anyone found in violation of this provision may be subjected to disqualification at the discretion of the SEC Administrator. If a person wishes to appeal the decision to disqualify, they may appeal to the Special Elections Committee for a de novo review to determine if the SEC Administrator correctly applied this provision.

Prior to the convention or town meeting, candidates may not infringe upon the instructional time of any other MCPS students for the purpose of campaigning. Regularly scheduled student government activities shall be exempted from this rule.

Candidates should receive prior permission from a school administrator before visiting a school. Candidates must abide by all individual school rules when visiting schools for campaigning.

Candidates may use the Pony (MCPS interdepartmental mail service) to transmit campaign materials.

Twenty-four hours prior to a general distribution of campaign literature put out by the candidate, candidates shall file with the MCR SEC/Student Leadership Unit a copy of the material to be distributed. General distribution shall be defined as the circulation of 15 or more copies of a specific document/advertisement/campaign literature. It is the responsibility of the candidate to verify that the copy of the literature was received by the MCR SEC/Student Leadership Unit.

The Special Elections Committee will monitor the candidate's social media postings and accounts through committee made accounts created for the sole purpose of doing so.

Candidates should provide the SEC all campaign web postings (website, Twitter, Facebook, Instagram, Snapchat, etc.) and webpages in order for the SEC to follow all web-based campaigning.

Candidates also may submit a 1,000 words or less electronic campaign brief (rich text format) with three photos for inclusion on the MCR and/or MCPS websites. The electronic campaign brief and photo must be submitted to the Student Leadership Unit, c/o [Sheila B. Cherry@mcpsmd.org](mailto:Sheila_B_Cherry@mcpsmd.org), by **February 8, 2018 at 5:00 PM**.

Instructions and more information on the campaign brief (voter guide) is available in Appendix G. It is the responsibility of each candidate to verify that the campaign brief/photo was received. Late submissions will not be accepted or utilized by the MCR SEC.

At the nominating convention, campaign material may neither be displayed nor distributed in the convention hall (auditorium) or in the registration area of the convention hall. The special elections administrator has the discretion to suspend this rule in the event of inclement weather or other special circumstances. All campaigning shall be suspended at the convening of the convention. Candidates are also asked to allow space for students getting off of buses and should not campaign at the bus doors.

Food items (candy, gum, etc.) for the purpose of acquiring votes are not permitted at MCPS sponsored events, on MCPS facilities, nor during school hours.

It is the candidate's responsibility to check with school's administration before distributing any campaign materials, especially stickers.

Campaign activities shall be prohibited within 50 feet of official polling places on the day of the general election. The SEC official candidates' poster is not considered campaign material, and schools are encouraged to display it in the polling area.

Activities related to the election of the student member of the Board of Education may be challenged. Such challenges shall be submitted in writing to the Grievance Committee of the SEC. This committee shall be appointed by the special elections administrator (see Appendix B).

Candidates may recruit campaign workers at each of the participating secondary schools.

Campaign workers may distribute candidate-authorized campaign materials and advocate for the candidates in ways that are consistent with local school rules and candidate campaign rules. Schools shall post the SEC official candidates posters. Candidates may distribute campaign materials to schools; however, schools are not responsible for posting said materials. Schools are required only to make said materials available to students on the public information table.

Candidates may preregister five campaign workers for the nominating convention. The deadline to register these names is **February 14, 2018, at 5:00 PM**. Candidates and preregistered campaign helpers may provide their own transportation to the nominating convention to allow for early setup and campaigning as school delegates arrive. MCPS Form 560-31, Application to

Participate in an Activity Away from School for which MCPS Transportation is Not Provided, must be signed by a parent/guardian and school administrator brought to the nominating convention. Failure to submit a completed form will result in the denial of the candidate helper from participating and the student will be sent back to his/her school. If the nominating convention is at a candidate's home school, the candidate and candidate helpers must still submit the form to ensure parent/administrative permission to be excused from classes.

Candidates are responsible for their own campaign materials that are produced by the candidate or an authorized candidate campaign staff member. All materials must bear the candidate's initials or approval statement. Campaign materials, such as commercially made buttons, pencils, tee shirts, etc., do not need to bear the candidate's initials. However, the candidate must send a description of these items to the MCR SEC/Student Leadership Unit twenty- four hours before distribution.

Candidates must send a list of their official campaign staff to the SEC. This list may be updated at any time. Candidates are responsible to cover all campaign rules with their staff. Candidates are responsible for campaign materials distributed by their official staff.

Candidates shall conduct their campaign in an ethical manner. Questions concerning campaign ethics should be referred to the SEC for evaluation and resolution.

Appendix F: Financial Reports

Preliminary Financial Report

Preliminary Financial Report—due on or before a half-hour before the start of the Nominating Convention, **February 21, 2018**, to the special elections administrator.

Instructions:

- a. Name
 - i. Provide the name of the candidate.
- b. Contributions
 - i. Monetary Contributions—include all funds received from any source; i.e. contributions of cash or checks
 - ii. Campaign contributions are not to exceed \$150.00.
- c. Expenditures
 - i. Include all payments; i.e., compensation for personal services, publicity, office supplies, postage, include any materials, gifts, or services, such as free duplication of flyers, listed at the approximate fair market value.
 1. Use the following costs for printing, regardless of how much is paid:
 - a) Black/White Ink: \$0.05/page
 - b) Color Ink: \$0.10/page
 - ii. Attach **all** receipts of items are purchased (ex. online receipt of sticker order).
 1. Candidates who do not properly attach receipts may be investigated for underreporting expenditures.
 - iii. Campaign expenditures are not to exceed \$150.00.
- d. Signature
 - i. All reports must bear the candidate’s signature. Improperly signed reports will be considered incomplete.

Sample (please type, print, and scan/send reports to Special Elections Administrator:

- a. Name of Candidate: _____
- b. Contributions

	Source	Amount	
	Parents	\$125	
	Personal	\$20	
Total		\$145	(Not to exceed \$150)

- c. Expenditures

	Expenditure	Amount	
	Stickers	\$100	
	Pens	\$25	
	Flyers	\$20	
Total		\$145	(Not to exceed \$150)

I declare that I have examined this report and, to the best of my knowledge and belief, it is true, correct, and complete.

- d. Candidate’s Signature: _____ Date: _____

Final Financial Report

Final Financial Report—due on or before **April 25, 2018, by 5:00 PM** to the special elections deputy administrator.

Instructions:

- a. Name
 - i. Provide the name of the candidate.
- b. Contributions
 - i. Add Pre-Nominating Convention and Post-Nominating Convention contributions.
 - ii. Total campaign contributions are not to exceed \$400.00.
- c. Expenditures
 - i. Add Pre-Nominating Convention and Post-Nominating Convention expenditures.
 - ii. Total campaign expenditures are not to exceed \$400.00.
- d. Signature
 - i. All reports must bear the candidate’s signature. Improperly signed reports will be considered incomplete.

Sample (please type, print, and scan/send reports to Special Elections Administrator:

a. Name of Candidate: _____

b. Contributions

	Source	Amount	
	Parents	\$150	
	Personal	\$50	
Total (Post-Nominating Convention)		\$200	(Not to exceed \$250)
Total (Pre-Nominating Convention)		\$145	(Not to exceed \$150)
Grand Total		\$345	(Not to exceed \$400)

c. Expenditures

	Expenditure	Amount	
	Wristbands	\$125	
	Stickers	\$50	
Total (Post-Nominating Convention)		\$175	(Not to exceed \$250)
Total (Pre-Nominating Convention)		\$145	(Not to exceed \$150)
Grand Total		\$320	(Not to exceed \$400)

I declare that I have examined this report and, to the best of my knowledge and belief, it is true, correct, and complete.

d. Candidate’s Signature: _____

Date: _____

Appendix G: Voter Guide

The SEC shall publish a voter guide that includes a personal profile of each candidate.

Prior to the nominating convention/town meeting, sufficient numbers shall be produced to assure that all convention/town meeting participants are provided with a copy. Prior to the general election, voter guides of the two final candidates shall be provided for all eligible voters.

The Special Elections Committee shall arrange for the publication and distribution of translations of the final two candidates voter guides in appropriate languages.

Candidates shall be invited to submit personal profiles for publication. The candidate voter guides shall be limited to two pages or 800 words. In addition, candidates must answer (at the end of their voter guide) the following two questions. Combined answers to questions may not total more than 200 words.

- a. What are your top three goals for your term? What steps would you take to achieve your goals?
- b. The Student Member of the Board of Education recently acquired a vote on the MCPS budget. If you could allocate ten million dollars anywhere in the budget, where would it be and why?

Procedures for Voter Guide

- a. Profile and Question/Answer
 - a. Maximum 800 words (words from the questions do not count against the word limit)
 - b. Must fit on no more than one page (front to back)
 - i. Font: Times New Roman
 - ii. Font Size: 12
 - iii. Header/Footer/Margins: 1”
 - iv. Spacing: Single
- b. Submission
 - a. Email a Microsoft Word attachment to [Shella B. Cherry@mcpsmd.org](mailto:Shella_B_Cherry@mcpsmd.org) by the established deadline.

All copies (in electronic file format) shall be submitted to the MCR SEC/Student Leadership Unit. The deadline is **February 8, 2018, at 5:00 PM**. The Special Elections Committee will not edit the candidate's voters' guide. It will be published as submitted. The SEC retains the right to format the guide to fit the MCPS established layout.

Appendix H: Nominating Convention

Regulations

The number of voting delegates allowed from each school is allocated on the basis of each school's student population. For purposes of consistency, the allocations are based on the September 30th official enrollment figures. If needed, the fastest way to hold an election of delegates is through the SGA general assembly. If a meeting is not possible, ask SGA representatives to pick up a ballot from a central location (have SGA delegate sign for his/her ballot), and return the ballot by the end of the day.

Besides the allotted number of voting delegates, each school is allowed to send five alternates and two observers. Candidates' campaign helpers do not count as observers/alternates, but may count as voting delegates.

Student government association (SGA) advisors of schools wishing to send students to the Nominating Convention must complete Part I of the Nominating Convention online registration on or before the 5:00 p.m., **February 4, 2018** deadline. Part I registration is to request bus transportation and commit to sending students to the convention.

Part II of the required online registration is a report of the number of voting delegates, alternate delegates, and observers your school will send. The Part II deadline is on or before 5:00 p.m., **February 18, 2018**.

Students are expected to remain for the entire convention, so only students who can meet this requirement should be registered.

Registered schools will receive a voting delegate, alternate delegate, and observer check-in form that must be completed and brought to the convention.

SGA advisors must make it clear to their convention delegates, alternates, and observers that the convention is a closed-campus event, and students will not be allowed to leave campus until dismissed at the conclusion of the convention.

Students are expected to eat lunch at their home school before boarding the bus. The host school will provide a late afternoon snack.

All convention participants (with the exception of candidates, designated special elections committee workers, and preregistered campaign workers) must ride the buses provided by Montgomery County Public Schools (MCPS). Under no circumstances will other students be permitted to drive. MCPS buses will pick up students beginning at 9:45 a.m. from their home schools the day of the event and return students back to their home schools by 2:00 p.m. after the convention.

A field trip permission form is required for all participants. A copy of the permission form should be brought to the Nominating Convention and turned in at registration table upon arrival.

Students with permission to drive (designated special election committee workers, candidates, and preregistered campaign helpers) must complete MCPS Form 560-31, Application to Participate in an Activity Away from School for Which MCPS Transportation is not Provided. Both a parent/guardian and the principal must sign the form. A copy of this form should be brought to the Nominating Convention to be turned in at registration.

Sample Agenda

Note: Sample assumes 4 nominees are running. The SEC reserves the right to change the agenda based on the number of nominees.

Presiding:	MCR President*
10:30	Call to Order
10:30-10:45	<u>Comments</u> MCR President* Special Elections Administrator Current** & Past Student Members of the Board of Education Any Visiting Members of the Board of Education Others as invited
10:45-11:00	<u>Candidates' Speeches</u>
11:00-12:00	<u>Question and Answer Period I</u>
12:00-12:15	<u>First Ballot – Voting</u>
12:15	<u>Announcement of Results of First Ballot</u>
12:15-12:45	<u>Lunch + Candidate Meet & Greet</u>
12:45-1:15	<u>Question and Answer Period II</u>
1:15-1:25	<u>Second Ballot</u>
1:25	<u>Announcements - Election Results</u>
1:30	<u>Adjournment</u>

* If the MCR president is a candidate, the MCR vice president shall preside at the Nominating Convention. If both the MCR president and vice president are candidates, the MCR treasurer will be the presiding officer.

** If the current Student Member of the Board is a candidate, he/she shall not speak.

Note: All convention participants are required to remain on the campus of the school, in the specified areas, during the entire convention. Delegates, alternates, and observers must stay for the entire proceedings. All students (except candidates, campaign helpers, and authorized members of the SEC) are required to ride the provided MCPS buses.

Appendix I: Early Voting

Regulations

Any student who is unable to go to his/her home school for the purpose of casting a ballot for the Student Member of the Montgomery County Board of Education on Election Day (**Wednesday, April 25, 2018**) may request participation in early voting on **Friday, April 20, 2018**.

Requests for absentee ballots should be made to the adult election supervisor at the school. The student must give the reason he/she will not be at school at any time between 7:15 a.m. through 3:30 p.m. on Election Day, **April 25, 2018**.

The adult election supervisor should check to see if there are any scheduled field trips on Election Day (i.e. 6th grade Outdoor Education, etc.) Accommodations for early voting should be scheduled on the designed early voting date.

Due to the security of the voting system, there is only one day designated for early voting, 7:15 a.m. – 3:30 p.m., **Friday, April 20, 2018**. Schools will need to designate voting computers. All computers will need internet connections.

Procedures

Student and adult election officials must watch the training program before setting up or helping with the election.

Early Voting Set-Up

1. Set-up computers to serve as the voting computers. They also need to have internet connection. These computers will also need to be set up to allow for voter privacy (i.e. using every other computer in a computer lab or media center, making and setting up a privacy screen between computers, etc.)
2. Designate trained student election officials to serve as registration judges (distributing voter access cards) and ballot judges.

How to Vote

1. Student authorized for early voting should register and receive their voter access card that contains their election password.
2. Registered students with their voter access card should proceed to a ballot judge to be escorted to an available computer set up for voting.
3. The student should log on to the election program and, following the posted instructions, vote his/her ballot.
4. After voting, the student should follow directions to log out of the program, turn in his/her voter access card to the ballot judge, and exit the voting area.

Ending Voting

1. The election program will automatically close at 3:30 p.m.
2. Registration judges will re-file any student's unused voter access card with the rest of the school's voter access cards. These critical election materials MUST be locked in a secure location.
3. The used voter access cards should be placed in a box labeled "voted access cards." These may be stored with the other critical election materials in a secure location. This same collection box may be used on Election Day.
4. Ballot judges should close the ballot program and log-off the computers.

Appendix J: Election Day Procedures

Student government officers and organizations may not endorse candidates. These leaders and organizations must remain neutral to ensure that the election process is administered fairly. When not engaged in their official duties, election officials have the same rights as all other citizens to freely express their political views so long as the official does not identify himself or herself as an election official when expressing those views (Article 33, Section 2-301(b)(2)).

Student and adult election officials must attend the election training before setting up or helping with the election.

General Instructions

The following local school positions must be filled:

Adult Supervisor

1 Chief Judge

1 Deputy Chief Judge

Registration Judges (number depending on how the alphabet is divided for distribution of voter access cards)

Ballot Judges (depending on the number of computers the school is designating as voting units)

Runners (to remind classes of their time to vote)

Alternate Judges (be prepared for absences)

The following are the basic responsibilities and duties of the local school judges and officials:

Chief Judge (Deputy Chief Judge assists)

- Attend the election training and sign the training certification document
- Serves as the supervisory official in charge of the election process.
- Works with the adult supervisor/administration to schedule the viewing of the TV program “Meet the Candidates;” distribute the voter guides; create a voting schedule; and appoint election judges.
- Gathers election documents (including all official documents for which the chief judge must be familiar) received from the SEC before the election.
- Plans the polling place set up and ensures all judges have watched the training program.
- Works with the adult supervisor to ensure that the critical election materials were received at the school (voter access cards, registration passwords, etc.). These must be kept in a secure location before the election.
- Handles voter assistance.
- Handles questions of voter’s eligibility referred to them from registration judges.
- Assigns jobs to Election Day helpers.
- Organizes the work to open and close the polls, completes all paperwork, and oversees the setup and take down of the polling location.
- Assists in the polling area as needed to prevent bottlenecks. Relieves judges during the day for necessary breaks.
- Responds to questions from voters.

- Dismisses other judges when work is complete and official documents are signed.
- Supervises the repacking of all critical election materials and with the adult supervisor, places it in the MCPS mail system (pony) to be returned to CESC, Room 211.

Registration Judges

- Attend the election training and sign the training certification document.
- Sets up signage for registration. Registration will be alphabetically – schools will divide the alphabet (between 2-5 stations) and post designated signs.
- Divides the voter access cards by station.
- Signs opening election certificate.
- Follows procedures in election manual to distribute the voter access cards to student voters.
- Need to pay special attention to a voter's name (sometimes checking a student ID) if names are the same).
- Signs closing election certificate, repacks materials, removes signage, logs off the computer.

Ballot Judges

- Attend the election training and sign the training certification document.
- Set ups computers designated for voting. Ensures that the computers are positioned for voter privacy (i.e. every other computer used or some type of privacy screen is put between computers).
- Signs the opening election certificate.
- Escorts registered voters to available computers for voting.
- Follows procedures in election manual to assist students in voting.
- Collects voter access cards from students after they have voted.
- Completes any closing reports, repacks materials, removes signage, logs off the computers.

Alternate Judges

- Attend the election training and sign the training certification document
- Will be assigned to replace any judge who is absent or needs a break.
- Assists the chief/deputy chief judge as assigned.
- Signs the opening and closing election certificate.

Runners (optional)

- Escorts assigned classes to the polling area. Should be at the classroom door at least one minute before scheduled voting time to alert/remind the teacher.
- May give verbal instructions to class about voting before going to the polling place.
- Signs the opening and closing election certificate.

Documents

MEMO

ELECTION MANUAL

Information for All Judges' Responsibilities before Election Day

Registration Judges Instructions

Ballot Judges Instructions

Voter Instructions

Returning Election Materials

Contact Information

Election Official Training Certificates

Election Forms

Contact number for Student Leadership Coordinator

Special Awareness

Never leave the polling area unattended. Critical election materials (i.e. voter access cards) must be locked in a secure place as soon as it is delivered to the school and when the polling area is closed.

Accountability

Schools need to work closely with the ITSS for the set-up of computers at their school. Computers must have internet access. Election officials should keep watch on all computers to assure that no damage is incurred.

Voting Privacy

Control access to the voting area to maintain voter privacy. If lines develop, use one line (as is done in post offices). Send the head of the line to the next available ballot judge to be escorted to an available computer designated for voting.

Voting Procedure

Anyone on the official school register may vote; identity is the only grounds for challenge.

The chief judge, with the help of the adult supervisor, will handle all problems/questions.

A voter who doesn't know how to vote a ballot, or is unsure, is to be referred to the chief judge or voter instruction sheet (found in the election manual). All students should be given the opportunity to view the TV program "Meet the Candidates" and read the voter guide before voting.

No changes may be made to the ballot once the voter has selected "submit." The student password on the voter access card is canceled and cannot be re-used after "submit" is selected.

Calls to the Election Office

All calls are to be made by the chief judge or adult supervisor. Use the number(s) provided in the election manual.

Closing the Voting Place

On Election Day, polls may be opened at 7:15 a.m. All polls MUST close by 3:30 p.m. (end voting). A central server controls the election program and it is programmed to end the election at 3:30 p.m. The voting site will not be active after 3:30 p.m.

Election officials should follow all of the procedures and instructions in the election manual.

Signing Reports and Returning Materials

The election documents portion of the election manual should all be completed and returned using the MCPS mail system (pony) to CESC, Room 211. The student voter access cards, used or unused, are no longer functional and should be recycled. Refer to the election manual for complete details.

Election Results

Election results will be posted on the MCPS website after approval from the MCPS Superintendent and communication with the candidates. It is estimated that results will be posted by 8:00 PM.

Individual school voting reports will be posted no later than a week after Election Day.

Appendix K: Grievance Form

Please legibly print all information in type or ink. Fields with an asterisk (*) are optional.

Date of Grievance Submission: _____

Part I. Grievant Information (You)

Name: _____ Telephone: _____

Email: _____

Organization:* _____

Grievant Occupation:

() MCPS student (School: _____ Grade: _____)

() MCPS staff (School/Office: _____ Position: _____)

() Other: _____

Address:

Street/Number: _____

City/State: _____ ZIP: _____

Part II. Subject of Grievance (Who the grievance is against)

() Candidate

Name: _____

() Election official

Name: _____

School/Office: _____ Position: _____ Telephone:* _____

Email:* _____

() Other:

Name: _____

School/Office:* _____ Position: _____

Telephone:* _____

Email:* _____

Address:*

Street/Number: _____

City/State:* _____ ZIP:* _____

Part III. Infraction Information

Date of Infraction (a specific date, or a time period): _____

Describe the grievance with as many details as possible (additional pages may be attached):

Send this form electronically to:

MCR Special Elections Committee
c/o Shella Cherry, Student Leadership Coordinator
Shella_B_Cherry@mcpsmd.org

DO NOT WRITE IN THIS BOX

Date Received: _____

Date Addressed: _____

Result: _____

Chairperson's Initials: _____