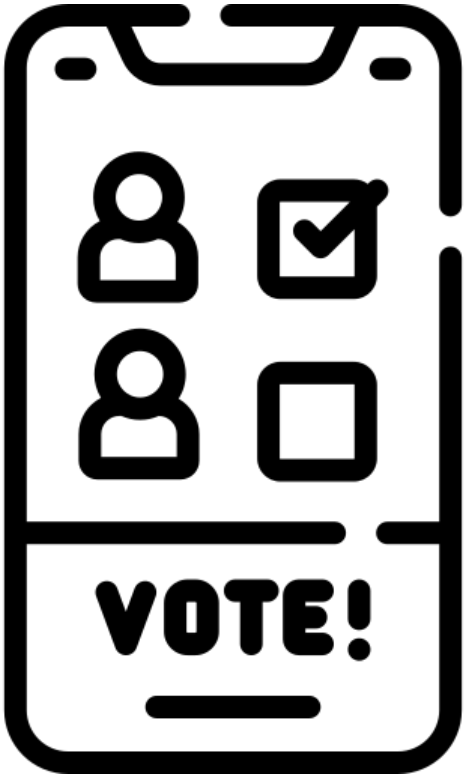
Baltimore Teachers Union

Nominations and Elections Procedures for 2025 Election of Union Officers and for Delegates to the 2026 AFT Convention and the 2027 AFT-Maryland Convention



Adopted February 13, 2025

IMPORTANT DATES

(***All dates below and on the following pages are tentative until confirmed with the vendor***)

Monday, February 24, 2025	Nominating Petitions and Election Procedure packets are available at the BTU Office (5800 Metro Drive, Baltimore, MD, 21215) on this date between 7:00 a.m. and 8:00 p.m. for persons wishing to run for office. Petitions shall not be circulated prior to this date. Petitions will continue to be available at the BTU from 9:00 a.m. to 5:00 p.m. until April 1, 2025.
Monday, February 24, 2025 - Tuesday, April 1, 2025	Check candidate eligibility period. To be eligible to run, a candidate must be a member in good standing for 1 year.
Tuesday, April 1, 2025	Nominating petitions are due at the BTU Office (5800 Metro Drive, Baltimore MD 21215) by 8:00 p.m. on Tuesday April 1, 2025. Nominating Petitions can be turned in at the BTU Office March 17-21 between 9:00 a.m. and 8:00 p.m., and March 24-28 and March 31 between 7:00 a.m. and 8:00 p.m.
Friday, March 14, 2025	All eligible voters' names must appear on the BTU membership list from March 14, 2025.
Monday, April 7, 2025	Nominees are notified if they qualify as candidates by email and mail. Mail will be postmarked by April 8, 2025.
Tuesday, April 8, 2025	Official campaigning begins.
Tuesday, April 8, 2025	Candidates may submit a slate form at the BTU Office (5800 Metro Drive, Baltimore MD 21215) by 8:00 p.m.
Wednesday, April 9, 2025	Candidates are sent a copy of all slates and a copy of a list of all candidates.

Friday, April 25, 2025	Candidate biographies are due via Google Form by 5:00 p.m.
Friday, May 2, 2025	Membership Notice of Election shall be postmarked and emailed by no later than May 2, 2025.
Friday, May 9, 2025	Members receive the candidate biographies via email.
Monday, May 19, 2025	Online voting begins.
Tuesday, May 20, 2025	Observers' names must be submitted by 5:00 p.m.
Thursday, May 29, 2025	Online voting ends at 11:45 a.m.
Thursday, May 29, 2025	Voting will occur at one polling site (BTU Office, 5800 Metro Drive, Baltimore, MD 21215) from 12:00 p.m.– 6:00 p.m.Anyone who is standing in line by 6:00 p.m. will be allowed to vote.
Thursday, May 29, 2025	The tallying of ballots at the BTU Office (5800 Metro Drive, Baltimore, MD 21215) begins at 7:00 p.m.
Thursday, May 29, 2025	Election results released to the BTU membership.

NOMINATIONS AND ELECTIONS PROCEDURES

I. Overview:

A. Nominations for officers of the BTU Teacher and Paraprofessional and School Related Personnel (PSRP) Chapters shall be by pre-printed petition only. Petitions may be picked up at the BTU Office (5800 Metro Drive, Baltimore MD 21215) beginning Monday, February 24, 2025 at 7:00 a.m..

B. Election of officers and Executive Board members for each BTU Chapter shall take place in May of every third year. Voting shall be by secret ballot according to the schedule and procedures adopted by the Executive Board.

C. The term of office shall be for three (3) years (2025-2028).

D. There shall be one President of the union. Any member in good standing of either the

Teacher Chapter or the PSRP Chapter may hold the office of President.

E. Each chapter shall have the following officers:
    a. Chair
    b. Vice-Chair
    c. Secretary
    d. Treasurer
    e. Four (4) Elementary School Vice-Presidents
    f. Two (2) Junior/Middle School Vice-Presidents
    g. Two (2) Senior High School Vice-Presidents
    h. One (1) Vocational Education Vice-President
    i. Three (3) Special Services Vice-Presidents
    j. Four (4) Members-at-Large

II. Selection of and Duties of the Nominations and Elections Committee (NEC):

Selection:

A. Executive Board members must submit recommendations for NEC member appointments no later than 9:00 a.m. on February 20th.

B. The Executive Board will meet to approve the President's nominations on February 27th.

C. Individuals serving on the NEC shall not seek office in any section of the elections for which they are presiding nor shall they support and/or endorse any candidate or slate of candidates on any platform at any time.

D. Individuals wishing to serve on the NEC must be a member in good standing.

Duties:

A. Establish committee meeting times and establish the frequency of NEC meetings.

B. At the first meeting, elect two co-chairs and a secretary. The co-chairs of the committee are responsible for setting the agenda and facilitating meetings, preparing meeting materials and coordinating follow-up. The secretary is responsible for maintaining calendar invites, sending meeting reminders, taking notes at the meeting, and preparing notes to be shared with the Executive Board and Membership, or for delegating any of those tasks to other committee members.

C. Prepare all materials for the election and information for candidates.

E. Post election-related material to the BTU website, and answer questions from members about the election, whenever practical, in writing.

F. Verify and provide a letter of receipt documenting all transactions.

G. Work with BTU Staff to review the petitions submitted for each vacancy and certify as valid candidates only those nominees who meet the eligibility requirements and whose petitions bear the required number of signatures as outlined in the Constitution.

H. Sponsor a debate for presidential candidates who wish to participate.

I. Post a list of each candidate and a link to their website; these links should be sent to the NEC by 5:00 p.m. on April 10.

J. Verify member home addresses before election materials are mailed.

K. Create an “Election Bulletin” containing election procedures, a sample ballot, and a list of candidates and candidate biographies. The Election Bulletin should be mailed to the membership and posted on the BTU Website.

L. Work with the elections vendor to provide information needed for the smooth operation of the election.

M. Troubleshoot at the polling site on Election Day.

N. Attend ballot counting.

O. Certify the election results.

P. Release the election results.

Q. Seek legal counsel if needed.

R. Monitor all election procedures and guidelines.

S. Review all complaints and allegations of violations of the nominations and elections procedures and issue rulings.

T. Notify any candidates accused of election violations of the complaint against them.

U. If necessary, elect a three member panel to coordinate and conduct a hearing where both parties are able to present evidence.

V. In the event of a hearing, prepare a ruling and submit it to the candidates (or members) involved and the Executive Board.

W. Attend to any other duties which may arise that are related to the election.

X. Report on the implementation of election procedures to the BTU Membership by making meeting notes available, on a monthly basis until the election results are certified.

III. Eligibility for Candidacy:

A. No member shall be eligible to hold office who has not been a member in good standing of the BTU for at least one (1) year immediately preceding the final date for nomination.

B. No member shall be a candidate for more than one (1) elective position in any single election. Note that the BTU election of Officers and the election of delegates to the 2026 AFT Convention and the 2027 AFT-Maryland Convention are separate elections, and members are permitted to run in both elections.

C. Persons eligible to hold office are those who have been regular dues paying members in continuous good standing since April 1, 2024.

D. Individuals serving on the Nominations and Elections Committee shall not seek office in the elections over which they are presiding nor shall they support and/or endorse any candidate or slate of candidates.

E. Bona fide candidates may run individually. Candidates may submit a full or partial slate. (A slate is defined as having two or more candidates choosing to run together, with the election ballot providing an option to vote for them collectively.) Slates must be submitted no later than 8 p.m., Tuesday April 8, 2025. Candidates must obtain written approval from every candidate whose name is submitted on their slate.

    a. Candidates may only run on one slate for each of the executive board and 2026 AFT/2027 AFT-Maryland convention delegate elections.

    b. See the slate form at the end of this handbook.

IV. Election Literature:

A. Purpose

    a. The purpose of written election literature is to disseminate information announcing the candidacy, personal data, professional training, work experience, union service and platform of the candidates. The Nominations and Elections Committee urges all candidates to avoid the

use of defamatory, scurrilous or false information.

B. Distribution of Literature

a. No campaign literature shall be distributed to non-members of BTU.

b. The use of the intra-school mail delivery system (PONY) to distribute campaign literature is prohibited.

c. The use of BCPSS email addresses to distribute campaign literature is prohibited.

d. The use of BCPSS school or worksite mailboxes to distribute campaign literature is prohibited.

e. Campaigning on the private BTU member Facebook Group is prohibited.

f. Candidates are permitted to hold campaign meetings on school grounds and if a candidate is turned away from a school or worksite they should contact the NEC. The NEC will investigate the reason why a candidate or candidates were turned away from a school or worksite and determine a lawful remedy to ensure equitable access. If there are election related meetings at BCPSS schools and worksites outside of duty hours they must file intent with the NEC and allow for equal time for opposing candidates to meet at the same BCPSS school and/or worksite.

g. No candidate or member may use the BTU office or any of its facilities for the purpose of electioneering.

h. No one is allowed to campaign within 100 feet of the entrance of the polling site.

i. The listing of each candidate's name, work location, position sought, years with BTU, educational background and personal statement may appear in the special BTU Election Update and will be distributed via email to all members in good standing prior to May 2, 2025.

j. In order to protect the integrity of the membership roll and the privacy of the membership, no candidate shall be provided membership lists bearing the name, home address or home telephone number of BTU members. Once within 30 days prior to the election, bona fide candidates may inspect the membership list of either the Teacher or Paraprofessional and School Related Personnel Chapter by calling the Teacher Chapter Secretary, Jocelyn Providence, or the Paraprofessional and School Related Personnel Chapter Secretary, Lisa Ross at 410-358-6600 at least three work days prior to the date requested for inspection. Such inspection must be made in the presence of the chapter's secretary or her designee.

No candidate shall have the right to copy or photocopy any part of the BTU membership list for use in the campaign.

k. Any candidate or slate wishing to mail and/or email literature to the membership shall arrange with the Teacher Chapter Secretary, Jocelyn Providence, or the Paraprofessional and School Related Personnel Chapter Secretary, Lisa Ross (410-358-6600) no later than seven (7) days prior to the election date. To mail, take literature already stuffed to The League, 8808 Orchard Tree Lane, Towson, MD 21286, which has been selected by the BTU Executive Board as the official mailing house. Membership labels will be affixed by The League, 8808 Orchard Tree Lane, Towson, MD 21286, and brought to the post office by The League for forwarding to the membership. Each candidate or slate is responsible for the expenses associated with the mailing and must pay the estimated cost involved in advance of the mailing.

V. Voting:

A. Voting Eligibility

1. The deadline for voter eligibility is Friday, March 14, 2025.
2. Voter eligibility is limited to BTU members in good standing.
3. All Teacher Chapter members and PSRP Chapter members will vote for the office of President.
4. For all other offices, Teacher Chapter members will vote for candidates for the Teacher Chapter and PSRP Chapter members will vote for candidates for the Paraprofessional and School Related Personnel (PSRP) Chapter.
5. All members will vote for 2026 AFT Convention and 2027 AFT-Maryland Convention delegates.

VI. Voting Procedures:

A. Voting procedures will be determined by the Elections Committee in coordination with the Vendor to comply with the BTU Constitution and the Labor-Management Reporting and Disclosure Act (LMRDA).

B. All procedures will be presented to all candidates by the NEC at a date to be determined by the NEC prior to the beginning of official campaigning.

VII. Absentee Ballots:

The 2025-2028 leadership and delegate election has online balloting, so there are no absentee ballots to request since every member will automatically be emailed a ballot.

VIII. Observers:

A. Each individual candidate or slate, at their own expense has the right to have up to two (2) observers, and one (1) alternate, other than themselves, at the polling site and at the counting of the ballots, who must be a member in good standing or retiree.

B. Observers and alternates will receive a lanyard from the NEC to be displayed at all times. The lanyard will include:

    a. Name

    b. Title (Main/Alternate observer)

    c. Person(s) they represent

C. Observers must remain in the designated area for observers provided they are wearing official identification. The observers have the right to see any and all aspects of the balloting process, including the verification of voters' eligibility and the tallying process.

D. Observers may not interfere with, or disrupt in any way, the election or the counting of the ballots. Any observer who violates this provision may be subject to removal. Observers may ask clarifying questions during the ballot count.

E. Names of observers must be submitted electronically to the NEC no later than Tuesday, May 20, 2025. (See **OBSERVER FORM**)

F. Unregistered observers shall not be permitted in the vicinity of the voting or tallying. The burden of securing qualified observers shall be upon the candidate.

G. In the event an observer feels an alleged infraction of the rules has occurred, a complaint is to be lodged with the BTU Election Judge at the polling site *immediately* after the alleged infraction is witnessed.

OBSERVER FORM

Click the link above for the Observer Google Form. The Elections Committee will follow up with any completed submission with further information. Please submit the Google Form by 5:00 p.m. on Tuesday, May 20, 2025.

IX. Compliance:

A. All candidates for office are required to comply with all rules contained herein. Failure to comply may result in penalties. The penalty may include disqualification from candidacy.

B. All complaints alleging violations of these procedures shall be reported in writing to the Co-Chairs of the NEC via email (email address NEC@baltu.org) within forty-eight (48) hours after the person filing the complaint becomes aware of the violation.

C. All complaints received by the NECshall be investigated and the Co-Chairs shall issue a written ruling as soon as practical.

D. In the event there shall be any protest or charge by any candidate concerning the conduct of the election after the election has been held, such protest shall be made in writing via an email sent to the BTU Chapter's Secretary (email address: executiveboard@baltu.org), who shall refer the protest or charges for disposition to the Agency selected to conduct the election.

X. Tallying the Ballots:

A. Ballot tallying shall begin at 7:00 p.m. on Thursday, May 29, 2025, at the Baltimore Teachers Union, 5800 Metro Drive.

B. Each candidate shall receive from the secretary an accounting of the votes for his or her office as soon as the results are known.

C. The candidate for each office who receives a plurality of the votes cast for the office shall be declared elected.

D. The final number of elected delegates attending the 2026 AFT Convention and the 2027 AFT-Maryland Convention will be determined by the number of delegates AFT and AFT-Maryland allot to BTU based on active membership.

XI. Reminders for Those Seeking Office for the Baltimore Teachers Union 2025 Executive Board Election:

BTU members who are seeking to become a candidate for a Baltimore Teachers Union (BTU) office, please remember:

☐ Nominating petitions must be picked up in person from the BTU office. Nominating Petitions and Election Procedure packets are available at the BTU Office, 5800 Metro Drive, 2nd floor, Baltimore, MD on February 24, 2025 between 7:00 a.m. and 8:00 p.m. for persons wishing to run for office. Petitions shall not

be circulated prior to this date. Petitions will continue to be available at the BTU from 9:00 a.m to 5:00 p.m. until April 1, 2025.

- ☐ Nominating petitions are due in the BTU office by 8:00 p.m. on Friday April 1, 2025. Nominating Petitions can be turned in at the BTU office March 17-21 between 9:00 a.m. and 8:00 p.m., March 24-28 and March 31 between 7:00 a.m. and 8:00 p.m. Petitions must be physically returned by the member seeking office to the BTU office. If a petition is received after this date and time, it will automatically be disqualified.
- ☐ In order to be eligible to hold office, one must have been a member in "good standing" of the BTU for at least 1 (one) year immediately preceding the final date for nomination (April 1, 2024).
- ☐ Biographies must be completed and submitted electronically no later than 5:00 p.m. on Friday April 25, 2025.
- ☐ Candidates seeking the office of President must have signatures from 100 members in good standing. (50 Teacher members and 50 members from the PSRP Chapter). No more than 25 signatures may be obtained from any one school/worksite.
- ☐ For all other offices, signatures must be obtained from 50 members of the respective chapter who are in good standing. No more than 25 signatures may be obtained from any one (1) school/worksite. Petitioners should list their payroll school.
- ☐ Petitioners must complete all of the information on the petition (print name, signature, and school/worksite). If any of the information is omitted, the petitioner will be disqualified. Handwriting must be legible.
- ☐ Eligibility to qualify as a candidate for a BTU office will be verified by the NEC and the signatures on petitions will also be verified. All individuals who have submitted petitions for office will be notified in writing by the NEC as to whether or not they are eligible to run for the office which they are seeking.

2025 ELECTION NOMINEE BIOGRAPHY FORM

Click the link above for the Nominee Biography Google Form. Any information you provide will appear in a future BTU Election publication as it appears in the Google Form. The BTU is not responsible for misspellings or other errors. Please submit the Google Form by 5:00 p.m. on April 25, 2025.

XII. Reminders for the Delegates Election:

BTU members who are seeking to become a delegate candidate, please remember:

- Nominating Forms may be picked up in person from the BTU office or downloaded from the BTU website. Nominating Forms are available at the BTU Office, 5800 Metro Drive, 2nd floor, Baltimore, MD on February 24, 2025 between 7:00 a.m. and 8:00 p.m. for persons wishing to run for 2026 AFT/2027 AFT-Maryland convention delegate election. Nominating forms will continue to be available at the BTU from 9:00 a.m to 5:00 p.m. until April 1, 2025.
- Nominating forms are due in the BTU office by 8:00 p.m. on Friday April 1, 2025. Nominating forms can be turned in at the BTU office March 17-21 between 9:00 a.m. and 8:00 p.m., March 24-28 and March 31 between 7:00 a.m. and 8:00 p.m. Nominating forms must be physically returned by a BTU member. If a form is received after this date and time, it will automatically be disqualified.
- In order to be eligible to be a delegate, one must have been a member in "good standing" of the BTU for at least 1 (one) year immediately preceding the final date for nomination.
- Eligibility to qualify as a candidate for a BTU delegate will be verified by the NEC or non-candidate BTU staff. All individuals who have submitted Nominating Forms to be a delegate candidate will be notified in writing by NEC or BTU staff as to whether or not they are eligible to run for delegate.

2025 Executive Board Election Slate

Slate Name:_____

Slate President (if applicable):_____

Offices:

Teacher Chapter	PSRP Chapter
Chair Name (Printed): _____	**Chair Name** (Printed): _____
Vice Chair Name (Printed): _____	**Vice Chair Name** (Printed): _____
Secretary (Printed): _____	**Secretary** (Printed): _____
Treasurer (Printed): _____	**Treasurer** (Printed): _____
Elementary VP 1 Name (Printed): _____	**Elementary VP 1 Name** (Printed): _____
Elementary VP 2 Name (Printed): _____	**Elementary VP 2 Name** (Printed): _____
Elementary VP 3 Name (Printed): _____	**Elementary VP 3 Name** (Printed): _____
Elementary VP 4 Name (Printed): _____	**Elementary VP 4 Name** (Printed): _____

Middle School VP 1 Name (Printed): _____	**Middle School VP 1 Name** (Printed): _____
MIddle School VP 2 Name (Printed): _____	**MIddle School VP 2 Name** (Printed): _____
Senior High School VP 1 Name (Printed): _____	**Senior High School VP 1 Name** (Printed): _____
Senior High School VP 2 Name (Printed): _____	**Senior High School VP 2 Name** (Printed): _____
Special Services VP 1 Name (Printed): _____	**Special Services VP 1 Name** (Printed): _____
Special Services VP 2 Name (Printed): _____	**Special Services VP 2 Name** (Printed): _____
Special Services VP 3 Name (Printed): _____	**Special Services VP 3 Name** (Printed): _____
Vocational Education VP 1 Name (Printed): _____	**Vocational Education VP 1 Name** (Printed): _____
Member at Large VP 1 Name (Printed): _____	**Member at Large VP 1 Name** (Printed): _____
Member at Large VP 2 Name (Printed): _____	**Member at Large VP 2 Name** (Printed): _____

Member at Large VP 3 Name (Printed): _____ **Member at Large VP 4 Name** (Printed): _____	**Member at Large VP 3 Name** (Printed): _____ **Member at Large VP 4 Name** (Printed): _____

- Any combination of two or more approved candidates may submit a slate.
- This form is due by 8:00pm on Tuesday April 8, 2025 and shall be hand delivered to the BTU Office by one representative from the slate.
- Individuals listed on a slate will be notified by email on Wednesday April 9, 2025 to confirm their approval of running on the slate by 5:00pm on Friday April 25, 2025.