

**Administrative Procedures for Policy #1200 (Administration)
Selection and Service of the Student Member to the Board Of Education**

- I. Guidelines
 - A. Information about the opportunity to serve as the Student Member of the Calvert County Board of Education (SMOB) shall be made available to high school students, teachers and parents on an annual basis through regular school system communications. The Supervisor of Social Studies shall be responsible for implementing these procedures.
- II. Qualifications
 - A. Applicants must be either a rising junior or rising senior in one of the Calvert County public high schools.
 - B. Applicants must have a 70% overall grade average.
 - C. Applicants must be registered as a CCPS student when they submit their application and remain a registered student for their entire term in office. Applicants must have written parental consent.
- III. Responsibilities and Duties of Office
 - A. The Student Member shall take office on June 1 of the year of his/her election and will leave office on the following May 31. If qualified, a student may run for re-election.²
 - B. The Student Member shall receive Board of Education information on public matters at the same time other Board members receive such information and shall not receive information on issues the Board discusses in Closed Session. If the Student Member is contacted by a member of the public and is given confidential information about individual students or employees, the Student Member will not disclose that information to any person other than another Board Member or the Superintendent or designee.
 - C. The Student Member shall advise the Board of Education of student viewpoints on matters coming before the Board. The Student Member will also be allowed to vote on issues before the Board. The Student Member's vote will be recorded in the minutes of the meeting in the same way votes of other Board Members are recorded but will not count in the determination of action.³
 - D. The Student Member shall not attend Board of Education Closed Sessions unless he/she is invited to do so by an affirmative vote of a majority of the Calvert County Board.⁴
 - E. The Student Member will be given membership in his/her Student Government Association (SGA) and will attend his/her school's SGA meetings. The Student Member will also attend Calvert Association of Student Councils (CASC) executive board meetings and General Assembly meetings to share appropriate Board of Education information

Administration 1200.1

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with students and elicit student viewpoints on these matters. The Student Member may share information with CCPS students throughout the school year via a variety of media including articles in school newspapers, in-school broadcasts, and on school websites. The Student Member is responsible for gaining the approval of the appropriate school system personnel before publishing or posting information for public consumption. The Student Member has the responsibility of sharing the information he/she intends to communicate publicly with his/her fellow Board Members prior to its publication or distribution.

- F. The Student Member will participate in orientation sessions following his/her selection. The Student Member will also participate in the orientation process designed to orient his/her successor.
 - G. Expenses, including mileage, must be pre-approved in writing by the Superintendent or designee.
- IV. Removal, Probation or Inability to Complete Term of Office
- A. The following reasons are among those for which the Maryland State Board of Education may remove a County Board Member.⁵
 - 1. Misconduct in office
 - 2. Willful neglect of duty
 - 3. Withdrawal as a Calvert County public school student
 - B. Student Member participation in Board meetings and activities may be restricted by the school principal in consultation with the Superintendent or designee.
 - C. In the event the Student Member is unable to complete his/her term of office or withdraws as a CCPS student, the second finalist selected by the CASC General Assembly (if still eligible and interested) will be named to complete the term of office.
- V. Selection Procedure
- A. All qualified students must obtain an application from their school's Student Government Association (SGA) sponsor and return the completed application along with a signed parental consent form to the SGA sponsor by January 10 of each year.
 - B. The SGA sponsor at each CCPS high school will review all applications submitted by students from his/her school for the purpose of determining eligibility.
 - C. Prior to January 31 of each year, Student Member candidates will record a speech to be viewed by their school's student electorate. These speeches must not exceed 7 minutes in length. By January 31, the candidate must submit a single DVD of his/her speech along with a digital photograph, brief biography and statement of his/her goals to his/her school's SGA sponsor. It is appropriate, upon the request of the candidate, for the school's SGA sponsor to assist with the recording of speeches. The Supervisor of Social Studies will duplicate speeches, biographies, and goals for each high school's election. The SGA sponsor at each school will be responsible for posting candidates videos on the school's website or make them available via inter-school video transmission prior to February 5 of the current school year.

- D. If there are no more than four qualified applicants county-wide, then regional primaries will not be held and the Student Member election process will proceed as described in Section V, Step 6 below.
- E. On a date established by the Supervisor of Social Studies, all current 9th through 11th grade students at each CCPS high school will view candidates' speeches, read candidates' biographies and goals and vote by secret ballot for a candidate to represent their high school in a general election before the CASC General Assembly. Specific instructions for conducting school-based elections will be provided by the Supervisor of Social Studies.
- F. The candidate in each of the four high schools receiving the most votes from his/her 9th through 11th grade peers will advance to the electoral session conducted at the second CASC General Assembly meeting of the school year.
- G. Prior to the second CASC General Assembly meeting of the school year, the SGA members at each secondary school will choose electors to vote for the Student Member. Each high school will be allowed to choose four electors and each middle school will be allowed two electors. Electors must be current members of their school's SGA and cannot themselves be candidates for the Student Member nor related to candidates for the position. Middle school electors must be in grade 8 and high school electors may come from grades 9 through 11. All members of a school's SGA will be allowed to vote for their school's electors.
- H. Candidates will give speeches at the winter General Assembly which will be followed by a question and answer session with CASC delegates. Electors will then vote for the Student Member.
- I. The Student Member finalist who receives a majority of electoral votes will become the next Student Member. The student who receives the second largest number of votes shall be considered the alternate Student Member. In the event of a tie between two or more candidates, those finalists who received fewer votes than those who are tied will be eliminated from the voting and a new ballot will be issued. The CASC delegates from each school will reconvene to discuss the selection they wish their electors to make, and then a new vote will be taken from among the remaining candidates. If after the second ballot a tie still remains, then the tie will be broken by a vote of a team of CASC officers to be comprised of the President, Vice-President, Second Vice-President, Secretary and Treasurer.

Annotated Code of Maryland References

1 Annotated Code of Maryland: § 3-301 (h) (1) (i): The student member shall be an eleventh or twelfth grade student in the Calvert County Public School system elected by the high school students of the county in accordance with procedures established by the school system.

2 Annotated Code of Maryland: § 3-301 (h) (1) (ii): The student member shall serve for 1 year beginning on June 1 after the election.

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3 Annotated Code of Maryland: § 3-301 (h) (1) (iv): The Student Member shall advise the Board of the thoughts and feelings of students.

Annotated Code of Maryland 3-301 (h) (1) (iii): The student member shall be a nonvoting member.

4 Annotated Code of Maryland: § 3-301 (h) (2): Unless he/she is invited to attend by an affirmative vote of a majority of the County Board, the student member shall not attend an executive session.

5 Annotated Code of Maryland: § 3-302 (a) (2), (a) (4): The State Board may remove a member of the County Board for any of the following reasons:

Immorality;

Misconduct in office;

Incompetency;

Willful neglect of duty

Failure to attend, without good cause, at least 75 percent of the scheduled meetings of the Board in any 1 calendar year.