

## OPEN MCAAP/MCBOA Leadership Positions 2021-2022

Position	Term/Date Term Ends
<b>OPEN MCAAP/MCBOA EXECUTIVE LEADERSHIP POSITIONS</b>	
Secretary	2 years/June 2023
Treasurer	2 years/June 2023
<b>OPEN CHAPTER CABINET LEADERSHIP POSITIONS</b>	
<b>Elementary School Chapter Cabinet</b>	
Vice President (Cabinet Chair)	2 years/June 2023
Program Coordinator	2 years/June 2023
Title 1 Principal Rep	2 years/June 2023
Principal Rep (2 positions)	2 years/June 2023
AP/ASA/Coord. Rep	2 years/June 2023
At Large Rep- Principal (2 positions)	2 years/June 2023
<b>Middle School Chapter Cabinet</b>	
Vice President (Cabinet Chair)	2 years/June 2023
Recording Secretary	2 years/June 2023
Program Coordinator	2 years/June 2023
Principal Rep	2 years/June 2023
AP/ASA/Coord. Rep	1 year/June 2022
At-Large Rep- Principal (3 positions)	2 years/June 2023
<b>High School Chapter Cabinet</b>	
Vice President (Cabinet Chair)	2 years/June 2023
Recording Secretary	2 years/June 2023
Program Coordinator	2 years/June 2023
Principal Rep (2 positions)	2 years/June 2023
AP/ASA/Coord. Rep (4 positions)	2 years/June 2023
At-Large Rep -Principal	2 years/June 2023
<b>Central Services Chapter Cabinet</b>	
Recording Secretary	2 years/June 2023
Treasurer	1 year/June 2022
Program Coordinator	2 years/June 2023
Office of Technology and Innovation	1 year/June 2022
OSFSE Rep	2 years/June 2023
OSE Rep	2 years/June 2023
Equity Rep	2 years/June 2023
OSSI Rep	2 years/June 2023
OEELR Rep	1 year/June 2022
OHRD Rep	2 years/June 2023
Office of Operations Rep	1 year/June 2022
Office of Finance Rep	1 year/June 2022
Office of Communications Rep	1 year/June 2022
At-Large Rep	2 years/June 2023

## OPEN MCAAP/MCBOA Leadership Positions 2021-2022

Business & Operations Administrators	
Vice President (Cabinet Chair)	2 years/June 2023
Assistant Chair	1 year/June 2022
Recording Secretary	2 years/June 2023
Treasurer	2 years/June 2023
Program Coordinator	2 years/June 2023
Representative (4 positions)	2 years/June 2023

## MCAAP/MCBOA Nominations Process and Open Leadership Positions for FY22

- In an effort to provide chapters with greater involvement and improve the nominations process for chapter cabinet positions, in March 2021 the MCAAP/MCBOA Board of Directors approved the addition of chapter specific nominations committees to manage the nomination/election process for their respective chapter cabinet. The traditional Nominations Committee will continue to focus on MCAAP/MCBOA executive leadership positions.
- All nominees for leadership positions will be required to submit a nominee questionnaire describing their interest in serving in the leadership position they are seeking.
- The Board of Directors will determine the nomination timeline, process and provide general direction/guidance to all of the nominations committees.
- The processes for the nominations committees are detailed below:

### Nominations/Elections for Chapter Cabinet Positions

Each chapter will have a Nominations Committee that will oversee the nominations/elections process for their respective chapter cabinet positions.

#### Composition of Chapter Nominations Committees

- Each Chapter's nominations committee will be comprised of 3 – 5 voting members who are representatives from that chapter.
- Committee members will be solicited by MCAAP through a call for committee members from each chapter.
- Members selected to serve on a chapter's nominations committee will reflect the chapter's diversity (i.e for school-based: size of school, specialty programs, MCPS position, etc.).
- Chapter members on the nominations committees cannot be among those who serve on the current MCAAP Board of Directors or who are being considered for an open chapter cabinet position.
- An Officer of the Board of Directors and the Executive Director will schedule and oversee all nominations committee meetings.

#### Nominations Process for Chapter Cabinet Positions

- Open chapter cabinet leadership positions will be announced to the membership by MCAAP/MCBOA.
- Members may self nominate or nominate a colleague using an online nomination form.
- All nominees must complete and submit a nominee questionnaire to be considered for a position. This includes anyone whose term is ending and who is eligible and interested in serving another term.
- Each chapter nominations committee will review their chapter nominee questionnaires and recommend one candidate for each of their chapter cabinet open positions.
- All chapters will utilize a slate voting process, with one candidate recommended for each position.
- All chapter cabinet recommended slates will be presented to the Board of Directors for approval prior to being presented to the membership during the spring membership meeting.
- Immediately following the spring membership meeting all members will receive an electronic ballot to vote on the slate recommended for their chapter cabinet.

## Nominations/Elections for MCAAP/MCBOA Secretary and Treasurer Positions

The MCAAP/MCBOA Nominations Committee oversees the nomination/election process for MCAAP/MCBOA executive leadership positions of Secretary and Treasurer.

### Composition of MCAAP/MCBOA Nominations Committee

MCAAP/MCBOA Nominations Committee is comprised of seven voting members:

- Officer of the Board of Directors who chairs this committee
- One representative selected from the MCAAP Board of Directors
- One representative selected by the Chapter vice president from each of the five chapters\*
- Executive Director who serves as a non-voting member and oversees the process and committee activities.

\*The chapter representatives serving on this committee cannot be among those who serve on the current MCAAP Board of Directors or who are being considered for an open MCAAP/MCBOA executive leadership position.

### Nominations Process for the MCAAP/MCBOA Secretary and Treasurer Positions

- Open MCAAP/MCBOA Secretary and Treasurer positions will be announced to the membership by MCAAP/MCBOA.
- Members may self nominate or nominate a colleague using an online nomination form.
- All nominees must complete and submit a nominee questionnaire to be considered for a position. This includes anyone whose term is ending and who is eligible and interested in serving another term.
- The MCAAP/MCBOA Nominations Committee will review the nominee questionnaires and present its recommendation of a candidate(s) for the open Secretary and Treasurer positions to the Board of Directors for approval prior to being presented to the membership during the MCAAP/MCBOA spring membership meeting. The Nominations Committee may prepare a slate with one candidate per position or have an election with multiple candidates for a position.
- Immediately following the spring membership meeting all members will receive an electronic ballot to vote on the slate recommended for their chapter cabinet.

### *Timeline for FY22 Nominations and Elections Process*

April 12, 2021	Chapter cabinets review positions and determine cabinet size.
April 26, 2021	MCAAP/MCBOA announces open positions for FY22 via email to members.
April 26-May 7, 2021	Nominations period opens April 26 and ends May 7 at 5:00 pm. Members submit nominations through an online portal. Members may self nominate or nominate a colleague.
May 10-21, 2021	All chapter nominations committees meet to review members' interests/nominations and prepare recommended slates for cabinet positions. MCBOA Nominations Committee meets to review members' interests/nominations and prepare recommended slate or names of candidates for Secretary and Treasurer executive leadership positions.
May 10-21, 2021	Nominees will be notified by their Chapter Nominations Committee regarding their nomination status. Chapter Nominations Committees submit completed slate to Executive Director.
May 26, 2021	Board of Directors reviews and votes on recommended slates for Chapter cabinet positions and on slate/multiple candidates for ballot for MCAAP/MCBOA Secretary and Treasurer executive leadership positions.
June 2, 2021	During Spring membership meeting recommended chapter slates and executive leadership slate/multiple candidates on ballot are presented to membership for approval.
June 3 – 11, 2021	On June 3 members are sent a secure ballot link to vote for their chapter slate and MCAAP/MCBOA Secretary and Treasurer executive leadership positions. Voting ends June 11 at 5:00 pm.
June 14, 2021	Results are shared with membership.
July 1, 2021	FY22 leadership begins.
August, 2021- tbd	MCAAP/MCBOA Officers and Cabinets meet to select the additional chapter delegates to the Board of Directors.

If you have questions please contact your Cabinet Vice President or MCAAP's Executive Director Jean Rosen [jrosen@mcaapmd.org](mailto:jrosen@mcaapmd.org).