

# Maryland Classified Employees Association, Inc.



Baltimore (Headquarters) Office  
7127 Rutherford Road  
Baltimore, MD 21244

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1-888-611-MCEA  
Fax 410-298-8058 or 410-298-6182

**Stephen J. Schaefer, President**  
**Linda Day, First Vice President**  
**Michael Miller, Second Vice President**

Agnes Valenzia, Secretary  
Phyllis Lickliter, Treasurer  
David G. Boschert, Executive Director

January 27, 2010

## **OFFICIAL NOTICE**

Dear Chapter President:

It is that time again! Your chapter delegation will be electing four (4) Board of Directors members at the 2010 MCEA Annual Convention. Please canvas your membership and nominate candidates who are diligent workers, and committed to the cause of public/county employees issues. The procedure outlining the nominating process is contained in Article VIII - Committees – Section 3 (Nominating Committee). The time line is as follows:

- April 1, 2010 – Nomination forms must be submitted to the MCEA Headquarters.  
  
May 17, 2010 – After the slate is determined, it is submitted to the President and then disseminated to the Board of Directors and chapter presidents in order that the chapters' delegates may be instructed.
- July 1, 2010 – Each petition shall be presented to the MCEA Headquarters.

Enclosed is a Nomination Form for your use. Please fill out this form in its entirety. Attach your chapter's minutes. "...Chapter minutes shall indicate that a motion for nomination was made, seconded, and passed." (MCEA Bylaws - Article VIII – Committees – Section 3 – Nominating Committee).

### **IMPORTANT:**

- 1) Mailed Nomination forms must be postmarked by April 1, 2010. Mail your nomination form to MCEA Headquarters Office, 7127 Rutherford Road, Baltimore, Maryland 21244. Nomination forms received after April 1<sup>st</sup> will not be considered. Place your nomination/s in an envelope, and mark it "PERSONAL – 2010 NOMINATING COMMITTEE."

Hand-delivered Nomination forms – Place your nomination/s in an envelope, and mark it "PERSONAL – 2010 NOMINATING COMMITTEE." All hand-delivered nominations must be stamped (date received) by the receptionist/MCEA personnel. Nominations must be received in the MCEA Headquarters Office at the close of business (4:30 p.m.) on or before April 1, 2010. Thank you for your usual cooperation.

Sincerely,  
Charles Young  
Charles Young, Chair  
Nominating Committee

Enclosure -One Nomination Form and 2009 MCEA Bylaws  
Copies: MCEA Officers, Board of Directors, and Staff

To: **MCEA Board of Directors**

From: \_\_\_\_\_  
(Chapter Name and Number)

**Subject: Vacancy MCEA Board of Directors**

MCEA Board of Directors position – **term to expire 2012**

Name of nominee: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Include city, state, and zip code)

Home phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Business phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Area Code Area Code

Current Department/Agency: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Date of entry into State/County Employment: \_\_\_\_\_

Date Joined MCEA: \_\_\_\_\_

From the chapter's personal knowledge of the nominee, we believe that this individual is qualified to serve on the MCEA Board of Directors because....

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**Officer Positions held in MCEA:**

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The nominee is most qualified to serve on the following MCEA Committee/s?

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Date of Chapter Approval: \_\_\_\_\_

Submitted by: \_\_\_\_\_  
(Office held in chapter)

Address: \_\_\_\_\_  
\_\_\_\_\_  
(Include city, state, and zip code)

**IMPORTANT: Attach a copy of the minutes of the official chapter meeting to indicate that chapter approval was given for the nomination of this individual. \*If your chapter is inactive or you are not affiliated with a chapter, contact the MCEA Headquarters Office. Nominees will be notified via mail or telephone of their interview date.**

**Nomination Form and Official Chapter minutes due on or before April 1, 2010. – MARK YOUR ENVELOPE: "PERSONAL – 2010 NOMINATING COMMITTEE"**