



Dear Student:

Thank you for applying to represent the students of the Howard County Public School System as the 2025-2026 Student Member of the Board of Education. Shaping county education policies provides a challenging and rewarding opportunity to serve the citizens of Howard County. Students from The Howard County Association of Student Councils (HCASC), with support from the HCASC Advisor and Superintendent Designee, lead and manage the Student Member of the Board process including the application, convention, and election.

The Student Member serves as a member of the Board of Education in accordance with the Annotated Code of Maryland, Education Article §3-701. The Student Member has all the rights and responsibilities of a Board member with the exception of statutory restrictions against voting on specific matters, participation in appeals or confidential personnel matters, and attendance at closed sessions relating to restricted matters.

In order for you to be considered for this position, you must submit a completed application by **4:00 p.m. on Friday February 7, 2025. Incomplete or late applications will not be considered.** [Student Member of the Board of Education Application](#)

All applications will be checked for completeness and eligible Student Member applicants and a parent or guardian must attend a Rules and Expectations Meeting at **6:30 p.m. on Thursday, March 6, 2024, at the Board of Education. Student Member applicants may not campaign or reach out to delegates or Convention organizers in any way prior to Convention. Please review [Policy 2010 Rules and Expectations](#) for additional information.**

Additional required meeting dates and times for applicants include two Applicant Training Sessions Tuesday March 11, 2025 from 6:00 PM -8:00 PM, and [Convention](#) Wednesday March 19, 2025 9:00am-1:00pm where delegates representing every middle and high school according to Policy 2010 will select the final two candidates.

Required meeting dates for the final two candidates include **Thursday, March 20, 2025 at 5:00 PM**, nominated candidates and at least one of their parents or guardians will meet to talk about the duties and responsibilities of Student Member candidates, and **Tuesday March 27, 2025 5:00 PM** training session for the final two candidates and their campaign teams.

The election will take place May 2, 2025 at all Howard County middle and high schools.

Please review the Student Member of the Board Position Description, Attendance Requirements, and Description of a Successful Student Member included on the following pages and the [Student Member of the Board Process Portal](#)

If you have any questions, please do not hesitate to contact me at Kori_Jones@hcpss.org.

Mr. Kori Jones
Advisor, Howard County Association of Student Councils
Howard County Public School System

Student Member of the Board Application, Convention, Campaign, and Election Timeline:

- ⇒ February 7, 2025 Completed application due by 4:00 p.m.
- ⇒ March 6, 2025 Meeting of SMOB Applicants and a parent/guardian
- ⇒ March 11, 2025 SMOB Applicant Training Session
- ⇒ March 12, 2025 Delegate Training for all middle and high school delegates
- ⇒ March 19, 2025 SMOB Convention
- ⇒ March 20, 2025 Meeting of final candidates and their parent/guardian
- ⇒ March 27, 2025 Training for final candidates and their campaign teams
- ⇒ March 31, 2025 Campaign window opens for final candidates
- ⇒ April 23, 2025 Final candidate forum hosted by HCASC students
- ⇒ May 2, 2025 Election in middle and high schools for grades 6-11

HOWARD COUNTY BOARD OF EDUCATION

Student Member Position Description

ROLE OF THE STUDENT MEMBER:

The Student Member serves as a member of the Board of Education in accordance with the Annotated Code of Maryland, Education Article §3-701. The Student Member has all the rights and responsibilities of a Board member with the exception of statutory restrictions against voting on specific matters, participation in appeals or confidential personnel matters, and attendance at closed sessions relating to restricted matters.

The Student Member is expected to participate in all public Board of Education meetings. They will attend other Board functions as they wish if parent consent is given to miss classroom time. Unless invited to attend by the affirmative vote of a majority of the Board, the Student Member may not attend closed sessions when the Board is addressing matters on which a Student Member is prohibited from voting. The Student Member shall receive all information needed to prepare for participation in meetings and will maintain the confidentiality of that information until it is appropriate to do otherwise.

On matters that come before the Board at public meetings, Student Members may express their own views and/or the views of Howard County Public School System students and other constituents. They should identify which views are being expressed.

RESPONSIBILITIES OF THE STUDENT MEMBER:

1. Participate in all public Board of Education meetings and exercise the right to vote in accordance with policy and Maryland statute.
2. Participate in public functions of the Board of Education, following procedures stated in Policy 2010 if attendance requires missing classroom time.
3. Read the relevant pre-meeting materials to prepare for Board meetings and discussions.
4. Establish the rotation for high school student representatives to report at regular Board meetings, and meet with middle and high school student representatives at monthly Howard County Association of Student Councils (HCASC) meetings and as needed.
5. Accept that all Board policies and school rules applicable to students apply equally to the Student Member.
6. Conduct themselves appropriately and be subject to removal from office for immorality, misconduct in office, incompetence, or willful neglect of duty.
7. Provide their own transportation and supervision for conference attendance.
8. Work closely with the HCASC Advisor and the Superintendent's Designee.

ATTENDANCE REQUIREMENTS:

1. To serve a one-year term from July 1 through June 30.
2. To attend two regular Board meetings each month.

3. To attend all HCASC executive committee and general assembly meetings.
4. To participate in public functions of the Board of Education, following stated procedures if it is necessary to miss classroom time to attend
5. To attend an introductory meeting with the Chairman of the Board of Education.

CANDIDATE SELECTION:

1. Completed applications must be submitted through the google form by **4:00 p.m. on Friday February 07, 2025**
2. Eligible Student Member applicants and a parent or guardian must attend a Rules and Expectations Meeting at **6:00 p.m. on Tuesday, March 6, 2025. Board of Education. Student Member applicants may not campaign or reach out to delegates or Convention organizers in any way prior to Convention.**
3. Applicants for the Student Member of the Board of Education position must attend the Applicant Training Session on **Tuesday March 11, 2025 at 6:00 PM - 8:00 PM**
4. A Student Member Convention including delegates from all middle and high schools will convene on **March 19, 2025** to interview qualified applicants and to nominate the final two candidates. Students from the Hoard County Association of Student Councils (HCASC) Election Coordinating Committee (ECC) will plan, manage, and lead the convention with the support of the HCASC Advisor and Superintendent Designee. Voting members of the convention will include the delegates from every middle and high school nominated according to Policy 2010.
5. The final two nominated candidates and a parent or guardian must attend a meeting **Thursday, March 20, 2025 at 5:00 PM**, location TBD, to review the election process and answer any questions about the process or the position.
6. The final two candidates and their campaign teams must attend a training session on **Tuesday April 27, 2025 at 4:30 PM. No campaigning may begin before this meeting.**
7. The campaign window for the election opens March 31, 2025 and closes May 1, 2025.
8. The election of the Student Member will utilize confidential ballots.
9. The HCASC Advisor will certify to the Board by June 30, 2025 that the Student Member Elect was elected in accordance with all policies and procedures in and enforceable by Policy 2010.

A Successful Student Member of the Board Of Education will:

- Articulate and understand the function of the Board of Education
- Demonstrate maturity and tact while dealing with adults
- Maintain regular communication with fellow members of the Board of Education, HCASC Officer Team, and the HCASC Advisor
- Collaborate with HCASC to promote and broadcast Board of Education issues to HCPSS students at large
- Engage in meaningful conversation with adults about HCPSS issues
- Proactively address concerns with the appropriate person/organization
- Participate in Board meetings and events
- Prepare for Board meeting discussions
- Maintain confidentiality
- Demonstrate ethical, respectful, and responsible behaviors
- Demonstrate cultural awareness and sensitivity
- Engage and inform the students of HCPSS
- Support and engage the middle and high school Student Representatives who attend Board of education meetings as representatives of their school communities.
- Voice a student perspective on business coming before the Board