



**STATE OF MARYLAND  
PUBLIC EMPLOYEE RELATIONS BOARD  
REPRESENTATION/CERTIFICATION PETITION**

45 Calvert Street  
Suite 102  
Annapolis, MD 21401  
(410) 260-7291

**Complete Sections 1 through 5. Please type or clearly print.  
See instructions at the conclusion of this form.**

**PERB OFFICE USE:**

**CASE NUMBER:**

**DATE FILED:**

**SHOWING OF INTEREST  
FILED:**

**1. PUBLIC EMPLOYER**

Full Name		County
Address of Employer (Street and Number, City, State and Zip Code):	Name and Title of Representative to Contact:	Telephone & Email:
Attorney or Other Representative of Public Employer (if any):	Attorney or Other Representative Address (Street and Number, City, State and Zip Code):	Telephone & Email:

**2. PETITIONER**

Full Name:		
Address of Petitioner (Street and Number, City, State and Zip Code):	Name and Title of Representative to Contact:	Telephone & Email:
Attorney or Other Representative of Petitioner (if any):	Attorney or Other Representative Address (Street and Number, City, State and Zip Code):	Telephone & Email:

**3. OTHER EMPLOYEE ORGANIZATION(S) WHICH MAY HAVE AN INTEREST IN THIS PETITION** *(Attach additional sheets if necessary)*

Organization Name:	Organization Address (Street and Number, City, State and Zip Code):
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Organization Name:	Organization Address (Street and Number, City, State and Zip Code):
Person to Contact and Title:	Telephone & Email:

<b>4. PETITION FOR REPRESENTATION - UNIT</b> <i>(Complete as appropriate. See instructions at the close of this form.)</i>	
Description of the unit petitioner wishes to represent:	<b>Number of employees in unit:</b> _____
Included:	
Excluded:	
<b>5. DECLARATION</b>	
<b>Name of Petitioner:</b> _____	
I declare that I have read the above petition and that, understanding the penalties of perjury, the information is true, based upon knowledge, information, and belief.	
<b>By</b> _____ (Signature of Authorized Representative) (Title)	<b>Date:</b> _____

**INSTRUCTIONS FOR FILING  
A REPRESENTATION PETITION**

**WHO MAY FILE**

A representation petition may be filed by an employee organization ("Union"), or by an employee or a group of employees, acting on behalf of employees covered under the MD Public Employee Relations Act, State Government Article 22, and either the State Personnel & Pensions Article §3-102, or the State Education Article §§6-401, 6-501, or 16-701.

**WHAT TO FILE**

**Representation Petition**

1. If a Union or employee(s) seek to determine whether a Union will represent a group of employees in an appropriate unit, file a representation petition for that Union to become the exclusive representative of the bargaining unit described in the petition.
2. Submit an original showing of interest (handwritten or electronic) that the Union become the exclusive representative of their bargaining unit signed by at least 30% of the employees in the bargaining

unit. An acceptable showing of interest is:

A signed handwritten or electronic document, card or petition stating that the person signing is in the bargaining unit petitioned for and wishes to have the petitioning Union become the exclusive representative for the unit, or a Union membership card. The showing of interest must be signed and dated within the immediate eighteen-month period before the petition is filed.

3. Submit a request for the preferred method of voting, that is, on-site, by mail, or by electronic means. 4. If the petitioner is a Union, it shall submit a copy of its governing documents that:

- (a) Give individual members the right to participate in the activities of the organization;
  - (b) Require periodic elections by secret ballot that are conducted with recognized safeguards to ensure the equal rights of all members to nominate, seek office, and vote in the elections; and
  - (c) Direct full and accurate accounting of all income and expenses using standard accounting methods.
4. If the petitioner is a Union, it shall submit a certification that the organization accepts members without regard to any characteristic listed in State Government Article, §22-201(d), Annotated Code of Maryland.

### **CERTIFICATION WITHOUT ELECTION**

If there is a showing of interest of more than 50% the PERB may certify the Union without an election.

### **WHEN TO FILE**

- 1. A representation petition may be filed at any time, but for **public school employees** will be processed only for an election in the first half of June, or for Baltimore City schools in November.
- 2. No election will be held when a prior election has been held within the prior 12 months.
- 3. A petition is filed when the Executive Director receives a validly completed, signed petition accompanied by a showing of interest in accordance with State Government Article §22-402.
- 4. As soon as practicable after the petition is filed, the Executive Director shall send the petition to the public employer.

### **HOW TO FILE**

- 1. Type or clearly print all requested information.
- 2. If you need more space to complete any item, attach additional sheets and number them accordingly.
- 3. Fill in all sections of the petition. If you believe that a section of the petition does not apply to your situation, mark the section "N/A" or "none". Failure to provide all information required may delay processing of the petition.
- 4. Sign the petition. Submit the petition and the appropriate showing of interest to:

**Erica L. Snipes, Executive Director**  
**Maryland Public Employee Relations Board**  
45 Calvert Street, Suite 102 Annapolis, MD 21401  
[erica.snipes@maryland.gov](mailto:erica.snipes@maryland.gov)