



Declaration of Candidacy and Nomination Petition

NAME: (as it should appear on the ballot):

I hereby declare my candidacy for the following position (check only one): (two (2yr) year term)

Member At Large Member At Large Secretary Vice President

SIGNATURE: _____ DATE: _____

The following PSEA members nominate _____ for the above position:

(At least 5 valid signatures of current PSEA members must be submitted with this form)

	NAME	SIGNATURE	DATE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

A candidate Statement of up to 500 words must also be submitted with this form

This Declaration of Candidacy and Nomination Petition, plus the candidate Statement, must be received in the PSEA Poway Office; 12245 World Trade Dr., Suite H **no later than 5:00 p.m. on Friday, November 30, 2018.**



POWAY SCHOOL EMPLOYEES ASSOCIATION

Procedures for 2018-2019 Board Elections

DATE OF ELECTION: Pursuant to Article VII, Section 4 of the PSEA Bylaws, the 2018-2019 election for Board members and Offices of PSEA shall take place the third week of January 2019, ending January 25, 2019.

VOTER ELIGIBILITY CUTOFF: To be eligible to vote, your PSEA membership application must be received by PSEA no later than December 31, 2018.

CONTESTED POSTIONS: If only one candidate is nominated for any position of the Board, that candidate is deemed elected by acclamation. Any other positions for election shall be conducted. The positions for this election are:

Vice-President

Member At Large (two positions)

Secretary

Pursuant the Article VII, Section 4 of the PSEA Bylaws, "The candidate with the highest number of votes shall be declared the winner[.] ... All positions are two year terms.

The Declaration of Candidacy and Nomination Petition, with your Candidate Statement, must be turned in to the PSEA office, 12245 World Trade Dr. Suite H, San Diego, CA 92128 **no later than 5:00 p.m. on Monday, November 30, 2018**, to be eligible to run for office.

CERTIFICATION OF ELECTION RESULTS: Balloting will be at PSEA office 9am – 6:30pm, Tuesday, 1/15/19-1/18/19. There will be two satellite locations open on Wednesday, 1/16/19 for voting, locations & hours. TBD Pursuant to Article VII, Section 2 of the PSEA Bylaws, the Board shall certify the election results as official no later than January, 31, 2019. The election results shall be reported to the Board by the committee chair on February 13, 2019.

SWEARING IN OF ELECTED BOARD MEMBERS: Pursuant to Article VII, Section 4 of the PSEA Bylaws, elected Board members shall be sworn in at the next Board meeting following the January 2019 certification of election results.

Any questions or concerns regarding the election shall be directed to PSEA's Parliamentarian, Nancy Schiffer.



1. Duties of the Vice President

- a. In the absence of the President, the Vice-President shall preside at all meetings of the Association and of the Board of Directors. In the event the Vice-President is not present, the Board of Directors shall appoint a Chairperson Pro Tem from among those Board members present.
- b. In absence of the President, the Vice-President or Chairperson Pro Tem shall perform all of the duties of the President, and in so acting shall have all the authority of the President.
- c. The Vice-President or Chairperson Pro Tem shall have such other authority and perform each other's duty as may be prescribed from time to time by the Board of Directors, a majority of the Regular membership, by law, or as set forth in these Bylaws.
- d. In the event that the Treasurer or President is a payee of an Association fund check, the Secretary or Vice President will serve as the second signer on the check.
- e. In the absence of the Secretary, the Vice President shall be responsible for taking minutes at Board meetings, unless the Board designates otherwise.

2. Duties of the Secretary

- a. The Secretary shall be responsible for taking minutes at all Board meetings.
- b. The Secretary shall present the written minutes of meetings to the Board of Directors prior to the next meeting for correction and/or approval at the next meeting.
- c. The Secretary shall make service of such notices as may be necessary and proper.
- d. The Secretary shall supervise the keeping of the records of the Association.
- e. The Secretary shall administer all elections in accordance with these Bylaws.
- f. The Secretary shall discharge such other duties of the office as may be prescribed from time to time by the Board.
- g. The Secretary shall accept all books, records and property of the Association from Officers and Directors at the end of their term of office.
- h. The Secretary shall keep accurate records of attendance at Board meetings.
- i. In the absence of the Treasurer, the Secretary shall have the authority to sign Association checks.

3. Duties of the Member At Large (2)

- a. The Members at Large are responsible for providing insight and input to the Board from the membership as a whole, and for taking on responsibilities within the activities of the Association as needed and deemed necessary by the President and the Board of Directors.
- b. The Members at Large assist with meeting planning and production.
- c. The Members at Large conduct projects to further the goals of the organization or to develop services for the membership.
- d. The Members at Large identify potential problems and opportunities.
- e. The Members at Large listen to membership and communicate their issues, needs and interests to the Board of Directors.
- f. The Members at Large participate as a members of the Board of Directors attending monthly Board of Director meetings and special meetings as scheduled.
- g. The Members at Large provides a minimum of once-a-year submission to the membership newsletter should the Board decide to publish one.
- h. The Members at Large represent the general membership on issues of interest or concern.
- i. The Members at Large serve as chairs or members of any ad hoc committee formed to develop these projects if needed.
- j. The Members at Large et objectives and develop action plans for selected and/or assigned projects.
- k. The Members at Large work effectively toward common goals as team members.

ELECTION TIE: If there is a tie for first place in any contested election, the Board of Directors shall schedule a run-off election between those candidates tied for first place. This election timeline shall be determined by the Secretary and the Election Committee.

QUALIFICATIONS FOR CANDIDACY: Any Regular Member who is a member in good standing is qualified to be a candidate for election to the Board provided that the candidate has been a member in good standing with the Association for a minimum of two years immediately prior to being nominated and has attended either two (2) Membership Meetings or two(2) Board Meetings or served on a PSEA Committee in the twelve months preceding the close of nominations. Said candidate must be a Regular Member in good standing up to and including the time that the candidate is elected, is in, and is seated on the Board for the commencement of his or her term of office. A Member may only run for one position on the Board.

Any questions or concerns regarding the election shall be directed to PSEA's Parliamentarian, Nancy Schiffer, at NancySchiffer@PowaySEA.org