



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):

Vice President Secretary Member At Large
(two (2yr) year term)

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. However, due to COVID-19, members can confirm support of a Candidate by emailing the candidate directly instead of signing this form. The candidate must attach the emails to this form along with their candidate statement and mail to the PSEA office by the deadline.

	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 Office; 12245 World Trade Drive, Suite H, San Diego, CA 92128, **no later than Friday, November 27, 2020.**



POWAY SCHOOL EMPLOYEES ASSOCIATION

Procedures for 2020-2021 Board Elections

DATE OF ELECTION: Pursuant to Article VII, Section 4 of the PSEA Bylaws, the 2020-2021 election for Board members and Offices of PSEA shall take place the third week of January 2021, ending January 15, 2021.

VOTER ELIGIBILITY CUTOFF: To be eligible to vote, your PSEA membership application must be received by PSEA no later than November 27, 2020.

ARTICLE VII. NOMINATIONS AND ELECTIONS: 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 since at least January 1 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, and in good standing at the time of the filing of his or her petition and must have remained a Regular Member in good standing up to and including the time that the candidate, if elected, is sworn in and 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.

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

Secretary

Two (2) Member At Large Positions

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 received by U.S. mail to the PSEA Office, 12245 World Trade Drive, Suite H, San Diego, CA 92128, **no later than Friday, November 27, 2020**, to be eligible to run for office.

CERTIFICATION OF ELECTION RESULTS: Elections will be done on-line by OpaVote, January 13, 2021 and January 14, 2021. The Initial results shall be posted on the PSEA website on Friday, January 15, 2021. Pursuant to Article VII, Section 2 of the PSEA Bylaws, the Board shall certify the election results as official no later than January 29, 2021. The election results shall be reported to the Board by the Secretary.

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 2021 certification of election results. PSEA meeting: February 10, 2021.

Any questions or concerns regarding the election shall be directed to PSEA's Member At Large at: davinerickson@powaysea.org



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 the 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.

2. Duties of the Secretary

- a) The Secretary shall keep an accurate written record of all meetings.
- b) 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) Make service of such notices as may be necessary and proper.
- d) Supervise the keeping of the records of the Association.
- e) Administer all elections in accordance with the Bylaws.
- f) Discharge such other duties of the office as may be prescribed from time to time by the Board.
- g) Collect all books, records and property of the Association from Officers and directors at the end of their term of office.

3. Duties of the Member At Large

- a) The Member At Large is responsible for providing insight and input to the Board from the membership as a whole, and to take on responsibilities within the activities of the Association as needed and deemed necessary by the President and the Board of Directors.
- b) Assists with meeting planning and production.
- c) Conducts projects to further the goals of the organization or to develop services for the membership.
- d) Identifies potential problems and opportunities.
- e) Listens to membership and communicates their issues, needs and interests to the Board of Directors.
- f) Participates as a member of the Board of Directors attending monthly Board of Director meetings and special meetings as scheduled.
- g) Provides a minimum of once-a-year submission to the membership newsletter should the Board decide to publish one.
- h) Represents the general membership on issues of interest or concern.
- i) Serves as chair or member of any ad hoc committee formed to develop these projects if needed.
- j) Sets objectives and develop action plans for selected and/or assigned projects.
- k) Works effectively toward common goals as a team member.