



## **Declaration of Candidacy and Nomination Petition**

NAME & JOB CLASSIFICATION (as it should appear on the ballot):  
\_\_\_\_\_

I hereby declare my candidacy for the following position (check only one):

President       Treasurer       Parliamentarian       Member At Large  
(two (2yr) year terms)

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 Drive, Suite H, San Diego, CA 92128, **no later than Tuesday, November 30, 2021 by 3:30pm.**



## **POWAY SCHOOL EMPLOYEES ASSOCIATION**

### **Procedures for 2021-2022 Board Elections**

**DATE OF ELECTION:** Pursuant to Article VII, Section 4 of the PSEA Bylaws, the 2021-2022 election for Board members and Offices of PSEA shall take place in January 2022.

**VOTER ELIGIBILITY CUTOFF:** To be eligible to vote, your PSEA membership application must be received in the PSEA Office no later than November 30, 2021 by 3:30pm.

#### **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:

President

Treasurer

Parliamentarian

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... The term of office shall be two years."

The Declaration of Candidacy and Nomination Petition, with your Candidate Statement, must be received at the PSEA Office, 12245 World Trade Drive, Suite H, San Diego, CA 92128, **no later than 3:30 pm on Tuesday, November 30, 2021**, to be eligible to run for office.

**CERTIFICATION OF ELECTION RESULTS:** Elections will be done in-person, on January 11 through January 13, 2022, and the Initial results shall be announced on Saturday, January 15, 2022. Pursuant to Article VII, Section 2 of the PSEA Bylaws, the Board shall certify the election results as official at the February Board Meeting. 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 February Board Meeting following the certification of election results. PSEA Board Meeting: February 8, 2022.

Any questions or concerns regarding the election shall be directed to Davin Erickson, PSEA Secretary at:  
davinerickson@powaysea.org



### 1. Duties of the President

- a) The President shall preside at all meetings of the Association and of the Board of Directors to decide all questions of order, put questions to vote, and protect the assembly from frivolous or dilatory motions by refusing to recognize them, subject to over-rule by a majority of the Board. The President shall only cast a vote in the event the President's vote would affect the outcome of the vote.
- b) The President shall accept Board motions and Resolutions in advance of regular monthly Board of Directors meetings and include such motions and other pertinent items in a prepared agenda distributed to the Directors prior to the meeting time and date.
- c) The President shall preserve order and enforce these Bylaws.
- d) The President shall have such other authority and duties as may be prescribed from time to time by the Board of Directors, by law, or as set forth in these Bylaws.
- e) The President shall appoint all Committee Chairpersons and Committee members as are necessary to carry out the affairs of the Association subject to the approval by the majority of the Board.
- f) The President shall receive the reports of all Committees and shall have the authority to remove the Chairperson or members thereof for non-performance of their duties subject to the approval by the majority of the Board.
- g) The President shall countersign all Association funds checks.
- h) The President shall have authority to retain and to terminate independent contractors, including accountants, attorneys, general counsel, and other professionals, subject to approval by the Board of Directors.

### 2. Duties of the Treasurer

- a) The Treasurer shall receive and safely keep all funds of the Association and deposit them in the bank(s), or other depositories that may be designated by the Board of Directors.
- b) The funds of the Association which are paid out on checks of the Association shall be signed by the Treasurer and countersigned by the President. Funds that are not paid out on checks of the Association (e.g., debit cards, online payments) shall be paid out in conformity with the Financial Policy approved by the Association's Board of Directors.
- c) The Treasurer shall maintain appropriate financial ledgers and/or check registers, which itemize all transactions for each fund established by the Association.
- d) The Treasurer shall prepare a monthly Membership and Financial Transaction Report for the monthly Board meeting. It shall include the account balances and operations.
- e) The Treasurer shall perform such other duties as may be prescribed by the Board.
- f) The Treasurer shall be responsible for the administration of the Association budget.

### 3. Duties of the Parliamentarian

- a) The Parliamentarian shall advise the President and other officers, committees and members on matters of Parliamentary Procedure.

- b) The Parliamentarian shall confer with President before meetings and during recesses to anticipate any problems.
- c) During meetings, the Parliamentarian shall give advice to the President or other presiding officer, and when requested, to any other member.
- d) The Parliamentarian shall point out to President as inconspicuously as possible any procedural errors that may affect the substantive rights of any members.
- e) The Parliamentarian shall be familiar with the current authorized edition of "Robert's Rules of Order".
- f) The Parliamentarian shall act as a regular voting member during Board meetings, only assuming full duties of Parliamentarian for General membership meetings.
- g) The Parliamentarian shall advise on procedure in an informal capacity during Board meetings.
- h) The Parliamentarian shall help President ascertain if there is quorum at meetings.

#### 4. 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.