

**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)**

 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; 13378 Poway Road, Poway, CA 92064 **no later than 5:00 p.m. on Friday, November 30, 2017.**



**POWAY SCHOOL EMPLOYEES ASSOCIATION**

**Procedures for 2017 Board Elections**

**DATE OF ELECTION:** Pursuant to Article VII, Section 4 of the PSEA Bylaws, the 2017 election for Board members and Offices of PSEA shall take place the third week of January 2017, ending January 27, 2017.

**VOTER ELIGIBILITY CUTOFF:** To be eligible to vote, your PSEA membership application must be received by PSEA no later than December 31, 2016.

**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 turned in to the PSEA office, 13378 Poway Road, Poway, CA 92064 **no later than 5:00 p.m. on Friday, November 30, 2016,** to be eligible to run for office.

**CERTIFICATION OF ELECTION RESULTS:** Election ballots will be mailed to all PSEA members by January 16, 2017. (If needed) Initial results shall be posted on the PSEA website and emailed to the bargaining unit within 24 hours of the close of the election. Pursuant to Article VII, Section 2 of the PSEA Bylaws, the Board shall certify the election results as official no later than January 30, 2017. Election results will be posted on the PSEA website January 31, 2017. The election results shall be reported to the Board by the Secretary on February 13, 2017.

**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 2017 certification of election results. February 13, 2017.

Any questions or concerns regarding the election shall be directed to PSEA’s Secretary, Yoenda Dornan, at ydornan@powayusd.com



1. Duties of the Vice President
2. 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.
3. 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.
4. 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.
5. 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.
6. Duties of the Secretary
7. The Secretary shall keep an accurate written record of all meetings.
8. 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.
9. Make service of such notices as may be necessary and proper.
10. Supervise the keeping of the records of the Association.
11. Administer all elections in accordance with the Bylaws.
12. Discharge such other duties of the office as may be prescribed from time to time by the Board.
13. Collect all books, records and property of the Association from Officers and directors at the end of their term of office.
14. Duties of the Member At Large
15. 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.
16. Assists with meeting planning and production.
17. Conducts projects to further the goals of the organization or to develop services for the membership.
18. Identifies potential problems and opportunities.
19. Listens to membership and communicates their issues, needs and interests to the Board of Directors.
20. Participates as a member of the Board of Directors attending monthly Board of Director meetings and special meetings as scheduled.
21. Provides a minimum of once-a-year submission to the membership newsletter should the Board decide to publish one.
22. Represents the general membership on issues of interest or concern.
23. Serves as chair or member of any ad hoc committee formed to develop these projects if needed.
24. Sets objectives and develop action plans for selected and/or assigned projects.
25. Works effectively toward common goals as a team member.