



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):

____ Vice-President

____ Secretary

____ 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; 12265 World Trade Drive, Suite E, San Diego, CA 92128, **no later than Friday, November 22, 2024 by 5:00pm.**



POWAY SCHOOL EMPLOYEES ASSOCIATION

Procedures for 2024-2025 Board Elections

DATE OF ELECTION: Pursuant to Article VII, Section 4 of the PSEA Bylaws, the 2024-2025 election for Board members and Offices of PSEA shall take place in January 2025.

VOTER ELIGIBILITY CUTOFF: To be eligible to vote, your PSEA membership application must be received in the PSEA Office no later than November 22, 2024 by 5:00pm.

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... 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, 12265 World Trade Drive, Suite E, San Diego, CA 92128, **no later than 5:00 pm on Friday, November 22, 2024**, to be eligible to run for office.

CERTIFICATION OF ELECTION RESULTS: Elections will be done in-person, on January 15 through January 16, 2025, and the Initial results shall be announced on Friday, January 17, 2025. 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 11, 2025.

Any questions or concerns regarding the election shall be directed to Courtney Martin, PSEA President at: courtneymartin@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 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

- 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.