

ELECTIONS CHAIRPERSON NOTICE

2022-2023

On **May 11, 2022**, we will be holding our PAC AGM and Elections. To prepare for the elections, at the April 13, 2022 General Meeting we need to elect an **Elections Chairperson**.

The Elections Chairperson is nominated and elected by the PAC membership. As per the Constitution and Bylaws, to avoid a conflict of interest, they shall **not** be eligible for election for an Executive position at the AGM.

The duties of the Elections Chairperson include:

- ensuring they are familiar with the PAC Constitution and Bylaws
- ensuring they are versed in the election procedures described in Sections VII and IX, as well as in the most recent edition of Robert's Rules of Order (Newly Revised)
- submitting the PAC Elections Notice and the Duties of the Executive Officers, including the required and optional Executive Officer positions, for distribution to the membership no later than two weeks before the election
- ensuring they are fully aware of all the information necessary to conduct the election
- preparing the necessary tools to conduct the election by secret ballot, whether the election is conducted in-person or electronically
- **conducting the election at the Annual General Meeting**
- tallying the votes and announcing the decisions.

This position is only required for the elections conducted at the AGM on May 11, 2022. If you are interested in running for this Elections Chairperson role, please attend the next PAC meeting on **April 13, 2022**. If you would like more information, or would like a copy of the Constitution and Bylaws, please email the PAC at centralcompac@gmail.com.