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**CONSTITUTION
AND
BYLAWS
OF THE**

***SCOTT CREEK
MIDDLE SCHOOL
PARENT ADVISORY
COUNCIL
(S.C.M.S. P.A.C.)***

Revised Edition December 2001

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CONSTITUTION OF THE SCOTT CREEK MIDDLE SCHOOL PARENT ADVISORY COUNCIL

SECTION 1 NAME

The name of the Association shall be the SCOTT CREEK MIDDLE SCHOOL PARENT ADVISORY COUNCIL (Coquitlam School District 43), hereinafter referred to as the Council or the PAC.

The Council will operate as a non-profit organization with no personal financial benefit.

The business of the Council shall be unbiased toward race, religion, gender or politics.

SECTION II PHILOSOPHY

School Mission Statement

To establish a nurturing, caring, community providing opportunity that develops life-long learners and responsible citizens for tomorrow.

Parent Advisory Council Mission Statement

The Council is committed to consultation with parents, school staff and administration in order to facilitate the development of a sound educational system.

Parent Advisory Council Aim

To provide a forum for parents to increase their knowledge and understanding of their role in the education system and to provide a means for input into that system.

To help provide the opportunity and resources for our children to reach their full educational potential in a safe and caring environment.

SECTION IIA DISSOLUTION

Section Revised & moved from Bylaws Section XVI March 1, 2000

Relocated from Section IVA within Constitution October 3, 2001

1. In the event of a dissolution of the Council, and following payment of all outstanding debts, disbursement of any remaining funds will be decided upon by the membership at the final general meeting. This provision shall be unalterable.
2. In the event of a dissolution of the Council all records of the organization shall be placed under the jurisdiction of School District 43 represented by the Principal of the school. This provision shall be unalterable.

BYLAWS OF THE CONSTITUTION OF SCOTT CREEK MIDDLE SCHOOL PARENT ADVISORY COUNCIL

SECTION V MEETINGS

1. The Executive may, when it thinks fit, convene a general meeting of not fewer than five (5) per year, one of which will be named the Annual General Meeting and held in May for the election of Council officers. Dates for these general meetings shall be determined at the beginning of the year and will attempt to accommodate as many parent schedules as possible.
2. A special meeting is a separate session held at a time different from that of any regular general meeting, and convened only to consider one or more items of urgent business. Maximum possible notice will be given to parents in written form.
3. Executive meetings shall be held at least once a month during the school year (December may be excepted) to conduct current business. Minutes of Executive meetings will be made available to members on the Parent Information Bulletin Board and in binders on PAC bookshelves.
4. The President will prepare agendas after accepting input from other members and Administration. An agenda shall be posted and distributed to the parents at least seven days prior to each general meeting.
5. Any member wishing to place an item on the agenda of a general meeting must contact the President 24 hours prior to the meeting. The member or their designate is then required to attend the general meeting to present that issue to the membership.
6. Guests may be invited to any meeting at the discretion or invitation of the Executive to provide information or address agenda items.
7. Each member entering a meeting shall sign the attendance record.
8. Meetings will be conducted efficiently with fairness to members present. Open discussion and orderly conduct is encouraged.
9. The administration and staff members of the school are encouraged to attend and report at Council meetings.
10. If procedural problems should arise, Robert's Rules of Order will be used to resolve the situation, unless they are in conflict with the guidelines in this Constitution.

SECTION VI VOTING AND QUORUM

1. The voting members present at any duly called general or special meeting shall be a quorum. If a special meeting with less than seven days notice has been called, a quorum shall be a minimum of 50% of Executive members plus the voting members present. The

Executive officers may, from time to time, fix the quorum necessary to conduct business at an Executive meeting and unless so fixed shall be the majority of the Executive in office.

2. Unless otherwise provided, questions arising at any meeting shall be decided by a simple majority vote.
3. In case of a tie vote, the motion shall be lost.
4. Voting of members on all matters must be given personally; voting by proxy shall not be permitted.
5. Voting shall be done by the show of hands except when a secret ballot is ruled by the Executive or requested by the majority at a general meeting. The election of contested Executive positions shall be done by secret ballot.

SECTION VII ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting.
2. Any member standing for Executive office that is an employee of a school district or the Ministry of Education shall declare so before election. They must refrain from discussing, influencing and voting upon any matter before the Council in which, by virtue of their employment or associations, may be in a situation of perceived bias. There must be the appearance that Executive members are speaking solely in the interests of parents and students and not influencing the Council for outcomes that benefit other groups. Any concerns by members regarding perceived bias shall be referred to the Conflict and Bias Committee for ruling should the person in question not voluntarily step aside. Failure to step aside when requested to do so shall be grounds for rescinding of election.
3. (a) Two months before each annual general meeting, the general members shall appoint a nominating committee of more than one member. The President may not be a member of this committee. This committee shall send nomination forms to each member; from these forms, which shall be returned at least two (2) weeks before the annual general meeting, the committee shall prepare a list of candidates who have signified their willingness, in writing, to stand for election.
(b) Nominations shall be called for, and may be made from the floor, at the Annual General Meeting, provided written consent of the nominee is produced and handed to a nominating committee member or oral consent is obtained at the time any such nomination is made.
(c) Each person nominated shall be a member in good standing.
4. When a vacancy exists in the Executive for any reason, a member in good standing nominated by a member, shall be appointed by the Executive to fill the vacancy. The term of the Executive member so appointed will end when his/her successor takes office. In the event that the Executive cannot fill all Executive positions, a position may be appended to another position after discussion and agreement by the majority of the Executive.

5. Elections shall be conducted by the Immediate Past President or an Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General Meeting.
6. Scrutineers, as required, shall be appointed by the Elections Chairperson at the time of the elections.
7. A vote shall be taken to destroy any written ballots.

SECTION VIII TERM OF OFFICE

1. The term of office for an Executive officer shall be one year (commencing July 1 and ending on June 30 of the following year) or part thereof if elected or appointed mid-term. The new Executive shall attend the June Executive meeting to allow for transition between existing and incoming officers.

Revised December 1, 1999

2. Any elected member of the Council may serve on the Executive for as many years as he or she is elected to a position. No person may hold a position for more than two consecutive years without the consent of the majority at a general meeting. Also refer to SECTION XIII part 9, Finances, regarding the Treasurer.
3. No member of the Executive Committee shall be elected/appointed to more than one office at any one time, unless approved by the simple majority (51%) of the Executive.

Any position may be co-chaired or shared with the agreement of the two (2) parties and with the understanding that the two people share one (1) consensus vote.

4. Should the circumstance arise that a position is vacated during the term, the person who has held that position previously for two years may reassume that position with a two-third (2/3) majority vote of the Council Executive. Should this position be that of Treasurer, the accounts should be submitted for financial review to an individual, approved at a Scott Creek Middle School General Meeting, to ensure proper accounting procedures.

Revised November 7, 2001

SECTION IX EXECUTIVE OFFICERS

1. The affairs of the Council shall be managed by a board of elected officers whose titles and duties may be determined by the needs of the Council.
2. The Executive Officers will be as follows:
 - A. PAC President
 - B. Vice-President
 - C. Treasurer
 - D. Secretary
 - E. Fundraising Coordinator

- F. Health and Safety Coordinator
- G. Parent Communications Coordinator
- H. District Parent Advisory Council Representative
- I. Parent Education Coordinator
- J. Parent Volunteer Coordinator
- K. Tournament Coordinator
- L. Immediate Past President
- M. Multicultural Liaison

SECTION X DUTIES OF THE EXECUTIVE OFFICERS

1. The elected Executive shall consult with, take direction from and represent all parents of the school. The Executive shall work as a team to ensure Council purposes are achieved.
2. All officers are expected to attend all executive, general and special meetings, to be familiar with the Constitution and Bylaws, to carry out their duties as described, and to follow the Code of Conduct (Section XI, Page 11).
3. If an Executive member is unable to attend, they should inform the Secretary prior to the meeting.
4. Each Executive position shall have a designed binder and perhaps files where all written material pertaining to the position is to be maintained in an up-to-date and orderly fashion. These will be returned to the Secretary at the end of each term for safe storage in an area that has been designated for PAC use.

A. PAC PRESIDENT

- Shall convene and preside at all executive, general and special meetings
- Shall be familiar with and follow the Constitution and Bylaws
- Shall ensure that an agenda is prepared
- Shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- Shall be the official spokesperson and representative for the Council, always acting on behalf of the majority of members and not personally
- Shall be a signing officer.

B. VICE-PRESIDENT

- Shall assume the responsibilities of the Council in the absence of the President

- Shall accept extra duties as required
- Shall attend all Executive and General Meetings.

C. TREASURER

- Shall have a demonstrated ability and/or understanding of bookkeeping procedures
- Shall be responsible for and report on the accounts of the Council
- Shall be responsible for the deposit of all monies paid to the Council
- Shall be one of the three Council signing officers of the Executive
- Shall prepare a financial report for presentation at each Council meeting as per SECTION XIII
- Shall, with the assistance of the Executive, draft an annual budget
- Shall assess financial undertakings to ensure they are within the annual budget
- Shall maintain all financial records in an orderly fashion in accordance with good accounting practice.

Revised November 7, 2001

D. SECRETARY

- Shall record the minutes of all executive, general and special meetings
- Shall prepare within two weeks of any meeting, complete minutes and pass them to the Parent Communications Coordinator for distribution
- Shall file a copy of the minutes in the official Council record binder
- Shall issue and receive correspondence on behalf of the Council
- Shall keep an accurate copy of the Constitution and Bylaws and submit a copy of the updated document to the school board for safe-keeping
- Shall ensure safekeeping of all records of the Council
- Shall ensure the binders are collected at the end of the term and appropriately redistributed in September.

FUND

E. ~~FUND~~RAISING COORDINATOR

- Shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
- Shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the Council Executive
- Shall maintain a record of fundraising projects, suggestions for improvement and future events

- Preferably shall be available during school hours.

F. HEALTH AND SAFETY COORDINATOR

- Shall monitor student safety issues such as traffic, emergency preparedness, school grounds, and the surrounding neighbourhood to identify improvements and ways to achieve them
- Shall monitor medical room supplies and procedures, and act on concerns raised by parents regarding health issues
- Establish and coordinate activities of parent safety committees for safety or health enhancement projects
- Liaise with school administration, City of Coquitlam, RCMP, ICBC, etc. as necessary
- Preferably shall be available during school hours.

G. PARENT COMMUNICATIONS COORDINATOR

- Shall prepare and distribute newsletters, bulletins to parents as directed by the Executive
- Shall post and distribute meeting agendas and minutes as directed by the Executive
- Shall oversee the Parent Information Centre and Bulletin Boards and post materials as directed.

H. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- Shall attend DPAC meetings or designate an alternate to attend
- Shall report to the Council regarding issues discussed
- Shall seek input from the Council for presentation at DPAC meetings
- Shall vote the Council's wishes at DPAC meetings
- Shall maintain the Council's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education and make them readily available to the general membership.

I. PARENT EDUCATION COORDINATOR

- Shall arrange topics and guest speakers for assemblies where a parent education component is wanted by the Executive or the membership
- Shall maintain a record of speakers and associated costs
- Shall collect available speaker information and maintain a record of this information in the parent library

- Shall purchase parent education materials for the parent library with the approval of the Executive.

J. PARENT VOLUNTEER COORDINATOR

- Shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC President
- Shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay Council information
- Shall facilitate communication between the Council Executive and the parent body as whole through these volunteers.

K. TOURNAMENT COORDINATOR

- Shall coordinate the purchasing of canteen supplies
- Shall coordinate the recruiting of parent volunteers to assist at the tournaments through newsletters and with the assistance of the Parent Volunteer Coordinator
- Shall maintain current inventory lists of canteen supplies and keep proper records of purchases, supplies sold and prices to help facilitate future tournaments
- Shall, together with another Member, be available to count tournament proceeds at end of each tournament. Proceeds then to be given to Treasurer for immediate deposit
- Shall maintain a cash float of \$100 to be deposited back in the Council's bank account at the end of the school year.

L. IMMEDIATE PAST PRESIDENT

- Shall help make a smooth transition between presidents
- Shall assist and advise the Council
- Shall act as a consultant for the President
- Shall chair the nominating committee.

M. MULTICULTURAL LIAISON

- Shall facilitate the welcoming of families new to Scott Creek Middle School that have backgrounds in other cultures
- Shall encourage the involvement of these new families in the Council and the school community and help them understand their role in the educational system
- Shall maintain a record of events or initiatives and provide suggestions for future efforts.

SECTION XI

CODE OF CONDUCT

1. The Scott Creek Middle School Parent Advisory Council is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the school community.
2. Members must refrain from discussing, influencing and voting upon any matter before the Council in which they or their families have a pecuniary interest and are therefore in a conflict of interest. Any concerns by members regarding conflict of interest shall be referred to the Conflict and Bias Committee for a ruling should the person in question not voluntarily step aside.
3. An Executive member who is approached with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
4. A parent who accepts a position as a Council Executive Member;
 - a) upholds the Constitution and Bylaws, policies and procedures of the Council
 - b) performs her or his duties with honesty and integrity and meets agreed upon deadlines on projects
 - c) works to ensure that the well-being of students is the primary focus of all decisions
 - d) respects the rights of all individuals
 - e) takes direction from the members, ensuring that representation processes are in place
 - f) encourages parents and students with individual concerns to act on their own behalf and provides supports and information on the process to do so
 - g) works to ensure that issues are resolved through due process
 - h) strives to be informed and only passes on information that is reliable and correct
 - i) respects all confidential information
 - j) supports public education.
5. Breaching the Code of Conduct may be cause for removal from an Executive position by a two-thirds (2/3) vote of the Council Executive or a majority vote at a duly called general meeting. This would be done as a motion to rescind their election.

SECTION XII

COMMITTEES

1. The President in consultation with the Executive shall form standing and ad hoc committees as necessary.
2. Recommended standing committees are:

Constitution, Policy and Procedures Committee

- Shall meet as needed to establish and review these Council documents in consultation with Administration where applicable
- Shall present their recommendations to the Executive who must then present them at a general meeting for adoption by the membership.

Historical Committee

- Shall collect photos, memorabilia, and records of events and people at Scott Creek Middle School to document the history and accomplishments of the school
- Shall keep these materials safe and orderly and ready for use for accreditation reviews or school event use.

Conflict and Bias Committee

- Shall meet as needed to review circumstances where a member or Executive officer is questioned regarding their involvement on an issue being in a conflict of interest or a possible position of bias
- Shall rule if the member or Executive officer must refrain from participation on the issue as per the Bylaws in Section VII, part 2 and Section XI, part 2. The ruling must NOT be made on a personal basis, but solely on whether the member is compromised by association or employment

Revised December 5, 2001

- Shall be comprised of three Executive officers, who by association or employment, are clearly free of conflict of interest or perceived bias in relation to a Parent Advisory Council and the education system.
3. An ad hoc Nominating Committee shall be appointed annually before the Annual General Meeting to prepare for the election of a new Executive.
 4. Committees are fully responsible to the Executive and members.

SECTION XIII FINANCES

1. A tentative budget should be drawn up by the President/Executive and presented to the transition Executive meeting in June for discussion. This will help the new Fundraising Coordinator to plan and, if necessary, book fundraising companies for the fall term. The final budget must be presented for membership approval at the first general meeting in the fall.
2. All funds of the organization will be on deposit in a bank or financial establishment registered under the Bank Act in an appropriate account(s) for Scott Creek Middle School Parent Advisory Council.
3. The Treasurer is authorized to collect and disperse monies as directed by the members as expressed at executive and general meetings. Monies submitted shall be

requested in the form of cheques made out to Scott Creek PAC. Two members (one shall be Executive) must verify and account for monies collected from events or fundraising. All monies raised by the Council must be deposited in a Council account before being dispersed so that proper records are maintained.

4. The Executive shall name at least three (3) signing officers, two of whom will be the President and Treasurer, for banking and legal documents. Two signatures will be required for these documents.

5. All expenditures by Executive or committee members over budget must be approved by the Executive. The Council is not obligated to reimburse individuals who exceed these guidelines without Executive approval.

6. Expenditures for operations of the Council may be approved at Executive meetings. All proposed expenditures on capital or school events or items in excess of \$200 will be first presented to and voted on by the Executive, and then approved by a majority at a general meeting.

7. All money paid out will be as a cheque on receipt of an original detailed invoice or receipt.

8. The Treasurer shall submit a detailed statement of receipts and expenditures at each general meeting. The Treasurer shall submit an annual statement at the first general meeting after the end of the Council's fiscal year. The fiscal year shall run from July 1 to June 30.

Revised December 1, 1999

9. Audits are ideally done at the end of each fiscal year. An audit will be mandatory at the change of Treasurer, or if a Treasurer keeps office longer than the usual term of office as described in Section VIII, Part 2 (Term of Office).

10. All financial records are the legal property of the PAC and must be kept for a minimum period of five years and turned over to the Executive on demand. Financial records can be viewed at the school by any member who makes such arrangements with the Treasurer.

11. A contingency fund shall be set up and maintained for the administration of Council activities. The amount shall be \$1,000 (One Thousand Dollars).

SECTION XIV FUNDRAISING

1. Fundraising by the Council will be undertaken in consultation with school Administration and the approval of the membership.

2. Fundraising must be sensitive to the fundraising of other groups within the school community.

3. Student door-to-door selling will be strongly discouraged.

4. Programs that include student incentive awards for selling products must be carefully considered so that unnecessary competitiveness is not fostered amongst students.

5. Monies submitted to the Council shall be requested in the form of cheques made out to 'Scott Creek PAC'. Cash will be accepted where amounts of less than \$10 are expected.

SECTION XV CONSTITUTION AND BYLAW AMENDMENTS

Amendments to the Constitution and Bylaws of Scott Creek Middle School Parent Advisory Council may be made at any general meeting of which business is conducted, providing:

- Written notice of proposed amendments is given to members of the Executive fourteen (14) days prior to presentation at a general meeting
- Written notice to all members of the Council is given ten (10) days prior to the general meeting
- A two-thirds (2/3) majority vote is passed by voting members present.

SECTION XVI DISSOLUTION

Revised and moved to Constitution March 1, 2000 SEE SECTION IIA

ORIGINAL CONSTITUTION ADOPTED BY THE MEMBERSHIP AT
THE GENERAL MEETING HELD ON APRIL 20, 1998.

PAC President Kathleen Jones-Bartels

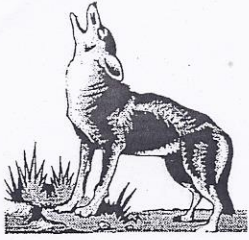
Principal Karen Jensen

REVISED EDITION OF CONSTITUTION ISSUED DECEMBER 5, 2001.

Cynthia Macie
PAC President Cynthia Macie

Karen Jensen
Principal Karen Jensen

DATE: Dec 6, 2001



Scott Creek Parent Advisory Council

c/o Scott Creek Middle School
1240 Lansdowne Drive
Coquitlam, B.C. V3E 3E7

April 23, 2003

PROPOSED BYLAW AMENDMENTS

IN ORDER to conform with changes made by the Provincial Government to the School Act effective May 30, 2002, the Scott Creek PAC must add the following to its Bylaws before SCMS PAC Elections are held in May 2003:

- A section regarding the Scott Creek Middle School Planning Council
- and
- Additional direction regarding the election of a member to represent the PAC on the District PAC.

At this point in time, only very basic changes are being suggested with the intent that the Constitution and Bylaws as a whole be examined more closely. A Constitution & Bylaws Committee will use a recently updated Standard Constitution/Bylaws template developed by the District PAC.

The following changes to the Scott Creek Parent Advisory Council Bylaws are proposed:

ADD TO: Bylaws SECTION X-A

SCHOOL PLANNING COUNCIL (SPC)

Elections:

1. Three parent representatives, who are not employees of any school district, shall be elected annually to the School Planning Council from parents or legal guardians of students enrolled in the school.
2. One of the representatives must be an elected officer of the Scott Creek Middle School Parent Advisory Council.
3. The election of representatives to the School Planning Council is mandated to always be by secret ballot, even if only one candidate is running.
4. A secret ballot is intended to ensure fairness and allow members to exercise their choice privately and without the influence or judgement of others.
5. Nominations for PAC representatives to the School Planning Council will be taken from the floor. Members accepting nomination will have previously reviewed the expected duties and conduct of the position.
6. The Council will appoint two members, called "tellers" to distribute, collect, count the ballots and report the vote to the Chair. Tellers should be chosen for accuracy and dependability and have the confidence of the membership.
7. The election will require at least two ballots.
8. It is possible that a ballot may not elect any candidates, and further balloting is required.
9. The first ballot will include only the name(s) of Executive officers who have accepted nomination.
10. When the Executive SPC representative has been elected, nominations for the other two representatives will be taken. Unsuccessful candidates from the Executive SPC election can stand again.
11. When all balloting is completed, a motion will be made to destroy the ballots.

Voting:

1. One blank ballot will be given to each eligible voting member. The Chair can vote by ballot and nominated members can vote for themselves.

2. The name(s) of the candidate(s) will be written by the member onto the ballot. If a name is incorrectly written, it should still be counted if the voter's intention is clear.
3. The member will write a "yes" or "no" beside each of the candidate names on the ballot. A blank beside the name indicates an abstention and is therefore not counted within the vote tally.
4. When the tellers collect and count the ballots, two or more filled out ballots folded together are recorded as illegal votes. A filled out ballot will be counted if it is folded with a blank ballot.
5. All candidates can be marked "no" and the ballot is still legal and shall be counted.
6. Only one "yes" can be recorded on the ballot for PAC Executive SPC representative. The rest of the candidates must be marked "no". More than one "yes" will make the ballot void.
7. On the ballot for the two other PAC Parent SPC representatives, only two "yes" votes can be written on any ballot, more than two "yes" votes will make that ballot void.
8. A simple majority of members actually voting is required for elections. That is, when votes are tallied there are more votes for (yes) then against (no), with blanks or abstentions not contributing to the total of votes cast.
9. A majority vote is required for election and as a minimum will be 50% plus one of legal ballots cast.
10. If there is no majority of "yes" votes over "no" votes for any candidate, then the election has failed and the Chair announces "no election". New nominations are taken and another secret ballot held.
11. The Tellers' report should follow this form:

Tellers' Report

Number of votes cast	17
Necessary for election (majority).....	9
Candidate A received	12
Candidate B received	11
Candidate C received.....	6, etc
Illegal Votes	
One ballot containing two for Candidate C folded together, rejected.....	1
One ballot containing two "yes" votes for Executive SPC, rejected	1

12. When balloting for the Executive SPC representative, the highest majority number will be elected; for the ballot of the two other SPC reps, the two highest majority numbers will be elected.

Terms of Office:

The term of office for School Planning Council representatives shall be for one year or until their successor is elected. Representatives may stand for re-election.

Duties of Officers:

The School Planning Council (SPC) representative shall:

- a. Represent and speak on behalf of the PAC at SPC meetings
- b. Take direction from the general PAC membership
- c. Report back to the PAC at general meetings
- d. Be bound by the PAC Code of Conduct

ADD TO: Bylaws

SECTION VII

ELECTION OF EXECUTIVE OFFICERS

5. a The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.

As per our constitution, this proposed amendment is being circulated at least 14 days prior to presentation and voting at our next P.A.C. General Meeting on May 7, 2003.