Conducting PAC Executive Elections

Transparent – Accountable

August 2022

Nominations

- Elections are conducted according to your Constitution & Bylaws.

- A Nominations Committee (separate, apart and independent of the Executive) is an important part of transparency.

- The committee should be comprised of PAC members not standing for an executive position and willing to accept nominations and present them to the Membership.

- Where this is not available, your DPAC may be available to operate as a Nominations Committee or, as per your C&B, another third-party agreed upon by your membership.

- Nominees should be confirmed, by the Nominations Committee, as eligible and willing to stand for the position before their name is put forward at the elections (could be verbal or in writing).

- Confirmed Nominees may withdraw at any time.

- Nominees may stand for multiple positions but will have their name withdrawn from subsequent positions following a successful election.
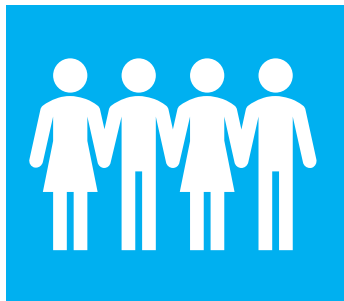
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Nominations process

- First Call for Nominations recommended to be at least one month prior to the date of the elections

- Second Call for Nominations may be between First Call and Third Call for nominations (may occur at a separate meeting or at the Elections)

- Third (and final) Call for Nominations may be at the AGM or immediately prior to the Elections (if done at the AGM, nominations might be brought from the floor)

- Second and Third Calls may be called one right after the other at the same meeting

- Immediately after Third Call, nominations will be declared CLOSED and the process of the Elections will begin

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Elections

- Elections could be conducted in person or via Zoom (by show of hands or using the "Polls" feature).

- The positions up for election should be called in the order they appear in the PAC's Constitution & Bylaws.

- If there is only one person standing for a position, they may be acclaimed. If there is more than one person willing to stand for a position, there should be an election.

- If nobody is standing for a position, it is declared vacant.

- A nominee does not have to be present at the AGM to stand for election if they have already confirmed they are willing to stand.

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2022-2023 PAC Executive Elections

<enter school/PAC name>

Nominations Status

Nominations received as of <enter date>

CHAIR

Parent A (confirmed to stand)

Parent B (*awaiting confirmation*)

Parent C (*awaiting confirmation*)

Parent D (*declined*)

VICE CHAIR

Parent E (confirmed to stand)

Parent F (confirmed to stand)

Parent G (*awaiting confirmation*)

TREASURER

Parent H (*awaiting confirmation*)

Parent I (confirmed to stand)

Parent J (*declined*)

SECRETARY

Parent A (confirmed to stand)

DPAC REP

Parent K (*awaiting confirmation*)

Parent L (confirmed to stand)

Parent M (confirmed to stand)

MEMBER-AT-LARGE

Parent A (confirmed to stand)

Parent O (*withdrawn*)

Parent P (*awaiting confirmation*)

Election Process Chair

- THIRD AND FINAL CALL FOR NOMINATIONS

- Nominated: *Parent A* (*only list the confirmed nominees)

- Nominations Declared CLOSED

- Nominations Committee Chair declares *Parent A* ACCLAIMED as Chair

Election Process
Vice-Chair

- THIRD AND FINAL CALL FOR NOMINATIONS

- Nominated (prior to meeting): *Parent E, Parent F*

- Nominated (from the floor): *Parent Q*

- Nominations Declared CLOSED

- VOTE by show of hands or using Polls in Zoom

- Zoom Poll Example:
  - Question: Election of Vice-Chair
  - Answer 1: *Parent E*
  - Answer 2: *Parent F*
  - Answer 3: *Parent Q*

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Election Process Vice-Chair

- Vote or Zoom Poll Result: Parent E (42%), Parent F (22%), Parent Q (36%)

- OPTION #1 (Simple Majority):
  - Nominations Committee Chair displays results and declares *Parent E* ELECTED as Vice-Chair

- OPTION #2 (if C&B requires minimum 50%+1 Majority):
  - Nominations Committee Chair displays results and declares *Parent F* removed from ballot (as they received the lowest number of votes)
  - Subsequent VOTE held with *Parent E* and *Parent Q* on the ballot; Results: *Parent E* (62%), *Parent Q* (38%)
  - Nominations Committee Chair displays results and declares *Parent E* ELECTED as Vice-Chair

Election Process Treasurer

- THIRD AND FINAL CALL FOR NOMINATIONS

- Nominated: *Parent I*

- Nominations Declared CLOSED

- Nominations Committee Chair declares *Parent I* ACCLAIMED as Treasurer

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Election Process
Secretary

- THIRD AND FINAL CALL FOR NOMINATIONS

- Nominated: *<no nominations received> (Parent A dropped from ballot after successfully being elected as Chair)*

- Nominations Declared CLOSED

- Nominations Committee Chair declares Secretary position VACANT

Election Process
DPAC Rep

- THIRD AND FINAL CALL FOR NOMINATIONS

- Nominated: *Parent L, Parent M*

- Nominations Declared CLOSED

- VOTE must by secret ballot or using Polls (anonymous) in Zoom, as per the School Act

- Zoom Poll Example:

  Question: Election of DPAC Rep

  Answer 1: *Parent L*

  Answer 2: *Parent M*

- Zoom Poll Results: *Parent L* (23%), *Parent M* (77%)

- Nominations Committee Chair displays results and declares *Parent M* ELECTED as DPAC Rep

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Election Process
Member-at-Large

- THIRD AND FINAL CALL FOR NOMINATIONS (2 positions open)

- Nominated (from the floor): *Parent R, Parent S*

- Nominations Declared CLOSED

- Nominations Committee Chair declares *Parent R* and *Parent S* ACCLAIMED as Members-at-Large

Finalizing your Elections

- Once the elections are complete, the names and positions are announced and a motion put forward

  Example Motion: BE IT RESOLVED that the 2022/2023 XYZ Parent Advisory Council Executive be approved as presented:

  2022/2023 PAC Election Results
  CHAIR – *Parent A*
  VICE-CHAIR – *Parent E*
  TREASURER – *Parent I*
  SECRETARY – *<vacant>*
  DPAC REP – *Parent M*
  MEMBER(s) AT LARGE – *Parent R, Parent S*

- This is included in the Minutes and becomes part of any documents submitted to a Financial Institution to change signatories if required

- MOTION to destroy the ballots

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Congratulations to all of you who …

- **Nominated another member**

- **Were nominated**

- **Were willing to stand**

… and for everyone's participation!